Outreach / EBT coordinator

Do you have a passion for agriculture? Do you love meeting new people? Would you love connecting people with great locally grown foods? The Experimental Station is looking to hire one seasonal Outreach/EBT site coordinator for the 2016 farmers market season.

This individual will be responsible for performing the following services from June 13th 2016 to October 14, 2016, at an hourly rate of $15.00, average of 30 hours per week, plus travel.

Responsibilities and Duties

Outreach (3 days a week minimum)
- Recruit community advocates for farmers markets located on the West and South sides of Chicago.
- Provide ongoing outreach for targeted farmers markets.
- Connect with community organizations and develop strategic relationships with the goal of increased farmers market participation.
- Collect outreach data and report findings to Experimental Station staff.
- Conduct informational presentations on farmer’s market programing.
- Instruct vendors, farmers, and SNAP clients on using the EBT/SNAP system at farmer’s markets.

EBT site coordinator (2 days a week maximum)
- Provide EBT/SNAP transaction service at assigned City of Chicago farmers markets. EBT/SNAP service includes: transporting, setting up, and taking down tents and equipment; performing and tracking EBT transactions; reconciling EBT transactions daily; and reimbursing vendors for the previous week’s EBT sales.
- Provide post-season program evaluation reports, suggesting program improvements and offering statistical analysis.

Criteria and Qualifications

- Excellent written, verbal, and interpersonal skills.
- Have a passion for farmer’s markets or/and urban agriculture.
- Speak Spanish.
- Proven ability to work as part of a team and to foster collaboration.
- Strong organization and planning skills.
- Capacity to read situations and people [emotional intelligence].
- Excellent time management skills and ability to prioritize.
- Proven success in fostering relationships.
- Ability to take initiative, problem solve, and work independently.
- Detail and deadline-oriented.
- Demonstrated ability to be calm and personable under pressure.
- Ability to interact and get along with all levels of staff and management.
- Creative thinker with ability to “think outside the box.”
- Must be willing to work flexible hours including evenings and weekends.
- Must be proficient in email, spreadsheets, and social media platforms.
- Be extremely reliable (this position requires 100% attendance and does not have vacation or sick days).
- Be able to work through mid-October and be willing to work at any of the City of Chicago Farmers Markets.
- Able to work outdoors (rain or shine).
- Have a cell phone.
- Be hardworking, trustworthy, and dependable
- Be comfortable working in markets in underserved neighborhoods.

The selected hire will participate in training sessions provided by Experimental Station beginning in June 2016. Training will cover aspects of farmer’s market management and organization, the establishment and implementation of EBT/SNAP programs, and the tracking and reporting of EBT/SNAP transactions.

Please forward all resumes to Corey Chatman. corey@experimentalstation.org