



POSITION DESCRIPTION

Job Title: Boulder Farmers Markets Food Access Coordinator

Reports To: Food Access Specialist and Boulder Markets Manager

Status: Part-time, Seasonal

Pay Range: \$17/hour, 6.5 hours per week

Expected Start Date: Late March

About Boulder County Farmers Markets

Boulder County Farmers Markets is a 501 (c)4 non-profit organization dedicated to strengthening our food system by supporting, promoting, and expanding access to locally grown and made products for all members of our community. We do this by operating seasonal farmers markets (including the Boulder and Longmont Farmers Markets) and a year-round online marketplace that connect and strengthen relationships between local farmers, producers, and enthusiastic eaters.

Position Description

We are seeking an energetic, welcoming and organized individual to serve as our part-time Food Access Coordinator at the Saturday Boulder Farmers Markets. The Food Access Coordinator will be the primary contact at the farmers market for SNAP and WIC recipients. Job responsibilities include conducting and overseeing transactions, set-up and breakdown of market booth, and data entry.

This is a unique position that requires a diverse skill set; we are looking for someone who is capable of working both independently and as a team, excels at multitasking, and is able to handle a wide variety of job responsibilities. The ideal candidate should have a passion for local food, speak fluent Spanish and English, and thrive in a physical work environment in all weather conditions. Good customer service skills are a must.

Primary Responsibilities

- Assist with weekly logistics and market operations, including set-up and breakdown of booth and table
- Ensure proper food access signage at each vendor stall
- Perform food access transactions
- Direct customer service
- Engage and collaborate with Food Access Ambassadors
- Provide general support to the Boulder County Farmers Markets team
- Maintain food access equipment, resources and materials

Required Competencies

- **Fluency in English and Spanish:** Speaks effectively and conversationally in both English & Spanish.
- **Detail oriented:** Can perform transactions and reconciliations (requiring elementary math skills) with a high rate of accuracy in a market environment.
- **Excellent Customer Service:** Greets and anticipates customer and vendor needs by providing information and quality service.
- **Interpersonal Skills:** Empathetic, holds boundaries, builds relationships and receives feedback well with all stakeholders, including customers, staff, and vendors.
- **Takes Direction:** Takes direction well and completes all tasks fully and efficiently in a fast-paced environment, both independently and collaboratively, as needed.
- **Knowledge of Food Access:** Strong knowledge of SNAP (Supplemental Nutrition Assistance Program), WIC (Women Infants and Children) and other food access efforts in Boulder County.

Desired Competencies

- **Knowledge of Food Systems & Agriculture:** Working knowledge or desire to learn the general state of food systems and Colorado agriculture.

Requirements/Qualifications

- Available to work Saturdays 7:15 am - 1:30 pm from April 1 through November 18 and Wednesdays (as needed) 3:30 pm - 8:30 pm from May 3 through October 4.
- Capable of performing physically demanding work, including working outdoors.
- Fluent in Spanish

To Apply

Please send a resume to mdiaz@bcfm.org. Applications will be reviewed on a rolling basis.

Boulder County Farmers Markets seeks to expand and strengthen the local food economy for everyone. We celebrate differences and are committed to creating an inclusive work environment. We are proud to be an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status in any hiring decisions.