Job Description Position: SNAP/HIP Engagement Coordinator, Part-Time

CFS Background:
Coastal Foodshed is a non-profit local food hub based in New Bedford, MA. Our mission is to strengthen the local food economy by making it easier for growers to sell, and consumers to buy healthy, affordable, local foods, with a focus on making locally grown and made food more equitably accessible to marginalized and/or food insecure households in New Bedford. We operate year-round in-person and online markets that are accessible not only to New Bedford residents, but also to the Southcoast. CFS manages farmers markets and mobile farm stands in addition to an online farmers market with delivery services.

All our markets accept SNAP and the Healthy Incentive Program (HIP), in addition to other nutrition incentive programs. We work hard to make local food accessible for everyone regardless of income, and create markets where farmers can sell either directly, or through wholesale channels. We simply want to make local food easier to buy, and believe everyone should have equal access to it!

Overview of the position:
The SNAP/HIP Engagement Coordinator will work to increase participation and awareness of SNAP (previously known as the Food Stamp Program) and HIP at Coastal Foodshed's market locations both in person and online. This position will provide grassroot marketing and outreach to New Bedford residents throughout the city and at CFS markets, attend partner organization meetings, and conduct trainings/information sessions to both residents and partner organizations.

The major goals of this grant funded position will be (a) to increase the number of SNAP customers who know where and how to access CFS’ Farmers Market, Mobile Farm Stand, and/or Virtual Market through education, (b) to increase the number of SNAP customers who know how to earn HIP benefits, and (c) to increase the number of SNAP customers who purchase local foods at one of CFS’ points of sale.

This position requires weekly offsite travel throughout New Bedford, and occasional weekend work when necessary.

The ideal candidate will be very outgoing, energetic, organized and have a self-starter mentality as this position will be responsible for creating their own schedule. The candidate will be knowledge about the communities in New Bedford and ideally have strong ties within the community, or be enthusiastic and dedicated to building relationships with partner organizations and community members.

Primary Responsibilities:

- Attend CFS in-person markets to educate current and new SNAP customers how to use their SNAP/HIP benefits to purchase local food at CFS markets
- Coordinate a schedule of grassroots outreach, meetings, and training sessions with residents and community partner organizations
• Distribute print/digital SNAP/HIP marketing materials to distribute throughout the city to customers and partner organizations
• Conduct grassroots marketing and outreach in neighborhoods surrounding the markets as well as other neighborhoods throughout the city
• Provide SNAP/HIP education to partner organizations included but not limited to health centers, food pantries, and public housing in person and online via zoom meetings
• Be able to present Coastal Foodshed and all its programs with knowledge and enthusiasm
• Collect data and customer feedback forms necessary for grant reporting
• Provide administrative support to Coastal Foodshed staff as needed.

Requirements

• Fluency in written and spoken Spanish
• Ability to be work on-site and travel throughout New Bedford
• Access to reliable transportation

Qualifications:

• High school diploma; preferably 2+ years of experience in community outreach
• Strong organizational, oral communication skills; attention to detail; and the ability to manage multiple tasks simultaneously.
• Customer service, public service preferred
• Ability to multi-task and work in a fast-paced environment.
• Passion for Coastal Foodshed’s mission and food systems work

Coastal Foodshed is based in New Bedford. This position will mainly out of the office conducting outreach/education throughout the community. Occasional work can be done remote, but this position is required to check in weekly at CFS’ Food Hub Headquarters. The commute to and from the office and markets is the employee’s financial responsibility. Mileage reimbursement will be provided for travel to partner organizations and community centers to perform outreach.

This is an hourly, non-exempt position, typically working 15-20 hours per week Monday-Friday, and some Saturdays during November-May (indoor market). Hourly rate is $20-$25/hr. Compensation determined by experience.

Please note: This is a new position at CFS and as this position is grant-funded, it is limited in time to the duration of the 1-year grant period. There is high potential for this position to turn into a year-round staffed position since it will be an integral position for the organization’s success.

TO APPLY

Please submit your resume & a cover letter explaining why you would like to work in this position at CFS in MS Word or PDF format to stephanie@coastalfoodshed.org

Review of applications will begin immediately and continue until the position is filled.

Coastal Foodshed values a diverse, equitable, and inclusive workplace and strongly encourages women, people of color, LGBTQ+ folks, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Applicants will not be discriminated against because of race, color,
creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state or federal laws.