



Greenmarket EBT Coordinator

GrowNYC, formerly Council on the Environment of NYC
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Greenmarket Organization Information

Greenmarket is a program of GrowNYC, formerly Council on the Environment of NYC (<http://www.grownyc.org>). Greenmarket's mission is to promote regional agriculture and ensure a continuing supply of fresh local produce for New Yorkers. Greenmarket supports farmers and preserves farmland for the future by providing regional, small family farmers with opportunities to sell their fruits, vegetables and other farm products to New Yorkers. To ensure that all New Yorkers have access to the highest quality, freshest local foods and to help provide income opportunities for area farmers, Greenmarket is using wireless terminals to enable our markets to accept EBT/Food Stamps.

EBT Coordinator Position

This position is seasonal. The ideal candidate is outgoing with extraordinary customer service skills, flexible, organized, early rising and is passionate about food access, promoting healthy eating and local food. The EBT Coordinator will work full-time managing the EBT program at their scheduled markets. Daily duties include: working with farmers, selling tokens to EBT customers, market promotion and outreach to the market neighborhood and at market and in office paper work and accounting. EBT Coordinators work outdoors, in all weather and are the face on the street for Greenmarket. Candidates must be able to speak English, should have very good communications skills, the ability to think on one's feet and be able to commit to working your full schedule though November.

Responsibilities include:

- Host an information table and operate a wireless terminal during market hours
- Promote use of Food Stamps at the market: post flyers and signage; Maintain an accurate record of EBT transactions, tokens sold and redeemed
- Perform weekly outreach to the market neighborhood to let them know about EBT at the market
- Complete EBT accounting report and turn in within two days of the market;
- Be able to talk with people in the markets (e.g. customers, community leaders, park employees, local merchants, politicians) about Greenmarket, products sold and EBT
- Work with farmers to help maximize revenue opportunities and ensure compliance
- Provide weekly e-mail updates to supervisor regarding EBT in the market; turn-in bi-weekly timesheet

Ideal Qualifications

- Outstanding written and oral communications skills
- Excellent organizational skills
- Comfortable with basic math and using Microsoft Excel
- Ideal candidate will have existing knowledge of our markets and producers
- Ability to follow direction and work as a team
- Conversational Spanish skills

Physical Requirements

- Work outdoors, standing and walking for extended periods of time (up to 12 hours in a day), sometimes in extreme temperatures
- Transport heavy/bulky items
- Work in a potentially noisy environment

The EBT Coordinator position begins immediately. Full time hours are 35-40 with little opportunity for time off. The EBT Coordinator position pays \$14/hour and does not include benefits. For additional information, please see our website at <http://www.GrowNYC.org>. Submit cover letter, resume to jobs@greenmarket.grownyc.org. Interviews will be conducted on a rolling basis. GrowNYC is an Equal Opportunity Employer.