



Greenmarket, GrowNYC

Healthy Exchange Project Coordinator

GrowNYC/Greenmarket, 100 Gold Street, Suite 3300, New York, NY 10038
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Greenmarket Information

Greenmarket is a program of GrowNYC. 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.

Greenmarket operates one of the most successful SNAP in farmers market programs in the country. This program, combined with the Federal Farmers Market Nutrition Program (FMNP), WIC Vegetable and Fruit Checks, as well as the NYC Department of Health and Mental Hygiene's (NYC DOHMH) Health Buck Program, are the cornerstone of ensuring that all New Yorkers have access to the most nutritious, freshest, and best-tasting products grown on regional family farms.

Healthy Exchange Project Coordinator Position (F/T)

GrowNYC's Healthy Exchange Project provides the framework for making healthy, regional food accessible to all New Yorkers by overseeing GrowNYC's work to promote and accept SNAP/EBT, Health Bucks, Farmers Market Nutrition Program (FMNP) Checks, WIC Vegetable and Fruit Checks, and Greenmarket Bucks. Healthy Exchange enables GrowNYC to meet its goal to provide all New Yorkers with access to fresh, local, nutritious food. The Healthy Exchange Project Coordinator will report directly to the Healthy Exchange Project Manager and assist in all project operations.

Responsibilities include:

- Manage operations, promotion and acceptance of electronic payment processing, and market currencies including EBT tokens, Debit/Credit tokens, Health Bucks, FMNP, WIC CVV, Greenmarket Bucks, etc.
- Train and supervise all Greenmarket Market Managers in the operations of the SNAP, Debit-Credit, and Health Buck programs, including handling equipment, running transactions, training farmers on how to accept various currencies, and conducting community outreach.
- Manage, order and track equipment for the Healthy Exchange Project, e.g. iPads, receipt printers, card readers, tokens, etc.
- Create promotional materials for the program as well as internal materials used to train and assist Market Managers and producers
- Conduct project evaluation, including compiling reports and project statistics
- Manage project budget
- Coordinate with partners to organize SNAP screenings at Greenmarkets
- Hire, train, and manage Americorps staff and volunteers during the summer months
- Train other GrowNYC programs e.g. Youthmarket & Fresh Food Box and oversee the electronic payment processing and incentive coupons
- Assist the Healthy Exchange Project Manager in additional food access initiatives and projects

Ideal Qualifications

The Healthy Exchange Project Coordinator must possess the following skills:

- Bachelors degree
- Precision, accuracy and timeliness in completing duties
- Outstanding written and oral communications skills
- Excellent interpersonal skills, including patience with others
- Outstanding organizational skills
- Ability to follow directions, work as a team, and manage others
- Very comfortable using Apple products (iPads and iPhones) and apps

- Knowledge of the Supplemental Nutrition Assistance Program (SNAP), the Farmers Market Nutrition Program (FMNP) and other nutrition benefit programs
- Experience working in the diversity of NYC neighborhoods
- Ideal candidate will have existing knowledge of our markets and producers
- Knowledge of Spanish or Chinese (Mandarin or Cantonese) is a huge plus
- US Driver's License with comfort driving in New York City
- Expertise in MS Office, and familiarity with Filemaker Pro, Quickbooks and Adobe InDesign or a willingness to learn

The Healthy Exchange Project Coordinator position is salaried and includes full benefits. This position may require some weekend work. Salary commensurate with experience. Please submit cover letter, resume and three references to Pam Knepper, jobs@greenmarket.grownyc.org. Interviews will be conducted on a rolling basis. GrowNYC is an Equal Opportunity Employer and hires without regard to race, gender, religion, age, sexual orientation or physical disability.