

Crossroads Farmers Market Program Manager

Crossroads Community Food Network (“Crossroads”), a food access nonprofit based in Takoma Park, MD, is seeking a 30-hour per week Program Manager to oversee the management of Crossroads Farmers Market and the implementation of the Fresh Checks nutrition incentive program, a cornerstone of Crossroads’ work and a key initiative at the market. Crossroads works to bolster the local food system through programs that support and unite those who grow, make, and eat fresh, healthy food.

The ideal candidate will be bilingual English/Spanish, with excellent communication skills, and past experience with food systems work. The position is based in Takoma Park, MD. The salary is \$25/hour for 30 hours per week. Benefits include paid vacation, medical leave, and holidays, along with employer-sponsored health insurance and retirement plans. Work schedule is flexible, but must be regular and meet the requirements of the market/program. The Program Manager will supervise several part-time staff members and volunteers, and will report to the Executive Director.

Essential job functions include but are not limited to:

- Oversee operations of Crossroads Farmers Market, including site logistics and equipment, day-of-market activities, Fresh Checks nutrition incentive program, CSA, and other programming
- Direct recruitment, application, orientation, training, records, financial tracking, and communication for all market vendors, contractors, staff, and volunteers
- Manage promotions, publicity, and community outreach to drive market attendance and program participation
- Build and manage community partnerships, including creation/implementation of special events
- Refine systems through rigorous program evaluation
- Collaborate with coworkers to boost synergy between market vendors and kitchen and microenterprise programming and product marketing
- Collaborate with Executive Director on grant applications and reports

Required skills and experience:

- 3-5 years of relevant experience—could include market management, food education, food production/processing/marketing/retail, culinary training, food policy
- Program and personnel management experience
- Bilingual English/Spanish
- Strong computer/technical skills and experience with data collection and tracking
- Ability to communicate effectively; willingness to enforce policies and resolve conflicts
- Ability to multitask, prioritize activities, and work as part of a diverse team
- Physical requirements: able to lift/carry up to 50 pounds
- Must have a vehicle to transport market supplies and equipment

To apply, please send resume, cover letter, and three references to Christie Balch, Executive Director, at cbalch@crossroadscommunityfoodnetwork.org. Application deadline: June 8, 2018. Start date is July 16, 2018.