



Mass Farmers Markets EBT Coordinator Job Description



Mass Farmers Markets is looking for a committed, passionate, and outgoing individual to fill our seasonal, EBT Coordinator position.

The EBT Coordinator will work on site, at Mass Farmers Markets' managed markets; Central Square (Cambridge), Davis Square (Somerville), or Copley Square (Boston). The EBT Coordinator will be MFM's liaison, interacting with SNAP (Supplemental Nutrition Assistance Program, also known as food stamp) recipients and shoppers, farmers market vendors, market managers, and community organizations in order to implement and process SNAP/credit card transactions, and spread awareness for the program as well as support the manager as needed.

This position begins ASAP and continues through mid-November. Candidate should be available on Wednesdays and Fridays for the Davis and Copley markets.

Required Skills:

- Exceptional written and oral communication skills; Ability to conceptualize and describe Mass Farmers Markets' mission in a way that is compelling and clear to shoppers
- Comfort and willingness to actively participate in the community; experience in data collection a plus
- Strong work ethic and capability to thrive and take initiative with a commitment to high standard of excellence, responsibility and accountability
- Working knowledge of PC based computers and software; familiarity in configuring computers for wireless networking; well versed in email communication and file sharing/transfers
- Familiarity with spreadsheets; working knowledge of database manipulation (strong Microsoft Access skills a plus); working knowledge of IIF files a plus
- Capability to identify and record system operating problems and communicate them clearly to MFM's software engineer

Responsibilities Include:

- Processing SNAP and Credit/Debit transactions in coordination with the market manager. This work will involve cutting edge mobile technology designed to replace tokens with electronic transactions
- Keeping precise, detailed, and organized records both electronically and through paper records to accurately reimburse vendors for SNAP sales and determine how food stamp recipients heard about the SNAP acceptance program and DVCP (Double Value Coupon Program) for Wholesome Wave
- Working with partnering community groups to promote SNAP and DVCP at the farmers market
- Educating SNAP recipients and vendors about procedures for SNAP acceptance and redemption at market. Keeping all parties updated on the program.
- Providing operating information to our software engineer and assisting with functional problem resolution
- Maintaining a friendly and professional manner while interacting with all parties involved

Commitment:

- Compensation: \$15/hr
- Duration: Now to the end of November

To apply, please send cover letter and resume to:

sarah@massfarmersmarkets.org