



Mass Farmers Markets Project Assistant

Mass Farmers Markets is hiring a part time (20 hours/week) staff member for project support. This position coordinates project implementation in partnership with the Operations Manager and Executive Director. Wage- \$14.50 to \$15.50 per hour. Hours- flexible.

Projects Involved:

- **Farmers markets**
 - Onsite support for SNAP Coordinators and market managers at three MFM urban markets.
- **Market Membership and Liability protection:**
 - Update and distribute Market Membership and Liability Protection renewal/registration forms.
 - Answer basic questions around liability protection by email and phone.
 - Process paperwork.
- **Grants**
 - Work with staff to identify and evaluate grant opportunities
 - Manage grant requirements, reports, and general implementation.
 - Help prepare and distribute materials to BOD and membership.
 - Promote application to the Farmers Market SNAP Support Grant award and review applicants' narratives and budgets for the award.
 - Work with various markets to improve their applications to qualify for the award.
 - Reach out to various markets and work with the Department of Transitional Assistance to promote the funds available for use by qualified markets.
- **Communications and Outreach**
 - Manage social media platforms, including Twitter, Facebook, and Instagram.
 - Maintain website.
- **Customer Service**
 - Answer phones, filter & direct calls.
 - Respond to inquiries from general public.

Qualifications

Proficient with MS Office Suite, particularly: Word, Excel, and Outlook. Clear-cut social media skills including, but not limited to: Facebook, Twitter, and Instagram. Be able to: work independently and with a team; prioritize tasks and have excellent time management skills; apply critical thinking; and have a good sense of humor. Ability to be flexible and adaptable to changes, and to maintain confidential information appropriately.

