



Job Title: Food Access Program Director
Status: Salaried Regular Full-Time, Exempt
Level: Tier 4
Department: Food Access
Location: 10 Sims Ave Providence RI 02909
Reports to: Managing Director

Employee Name:

JOB SUMMARY

The Food Access Program Director is responsible for the oversight of all Farm Fresh RI Farmers Market and Food Access programs. Currently, Farm Fresh RI manages 9 seasonal farmers markets and supports a network of over 20 partners in facilitating Food Access programs at farmers markets, farm stands, and CSAs statewide. The largest Food Access program managed by Farm Fresh RI is the Bonus Bucks program, which matches the value of SNAP spent for locally grown fresh fruits and vegetables. Farm Fresh RI also works with community partners to offer other food access solutions using Farmers Markets and direct-to-consumer outlets as important food access outlets.

The Food Access Program Director is a critical member of the Farm Fresh RI management team and will serve as a key external face of Farm Fresh RI in the community. They will work closely with the Senior Management team to ensure the long-term success and viability of Food Access initiatives while also overseeing the delivery of quality programs that carry out the mission of Farm Fresh RI.

ESSENTIAL DUTIES & RESPONSIBILITIES

PROGRAM SPECIFIC

Food Access Program Planning, Implementation & Budget Management

- Lead Food Access team in implementation of current Food Access programs including Farmers Markets, Fresh Bucks, Bonus Bucks, and Fruit and Veggie Rx programs and work with the Senior Management Team on new program development.
- Ensure Farmers Market and Food Access activities are compliant with state, and local city requirements by maintaining appropriate annual paperwork and permits as needed.
- In partnership with the Business & Administration and Communications & Development Teams, monitor compliance with Food Access grant terms and conditions.
- Support the development and collection of program evaluation data and required grant-tracking systems including.
- Solicit and share vendor, partner, and customer feedback throughout each market season.
- In partnership with the Senior Management and Business and Administration Teams, develop and monitor annual food access program budget and update budget projections as needed.
- Monitor distribution and redemption of special incentive projects (WIC bonuses, staff vouchers, other misc incentives with community partners)

- Oversee invoicing for special projects as needed.
- Approve farmers market and food access expense purchases in line with the program budget.
- Work with the Senior Management Team on strategic planning for the growth and development of Food Access programs.
- Assist with Food Access grant writing and reporting as needed.
- Provide weekly updates to Communications Director on food access programs and events for use on internal newsletter, social media, eNews, and blog
- Oversee responses to the markets@farmfresh email and voicemail inboxes
- Plan community market events and work with Food Access Operations Manager and market staff on implementation
- Recruit and schedule musicians and civic groups for markets
- Update and enforce market standards and rules document for summer and winter vendors and partners.
- Develop schedule and oversee processes for necessary table audits and farm visits.
- Oversee annual vendor application and acceptance process for summer and winter seasons.
- Schedule and lead welcome and debrief meetings for market vendors and site hosts.
- Personally staff one weekly farmers market year-round (including Saturdays 7am -2pm November through April)
- Co-manage Providence Wintertime market with Food Access Operations Manager

Farm Fresh Market & Bonus Bucks Outreach and Community Engagement

- Maintain and deepen relationships with existing Farm Fresh RI market site hosts and stakeholders.
- Confirm annual market site layout and adjustments with site hosts. Address issues related to vendor parking and loading for market sites.
- Engage with community partners around increasing food access via Farm Fresh RI programs in the cities of Providence, Pawtucket, Central Falls, and Woonsocket.
- Develop and supervise the implementation of seasonal Farmers Market and Bonus Bucks outreach strategies.
- Work with communications director on farmers market signage & banners design, purchasing and maintenance.
- Ensure annual RI farmers market day and time information is updated for summer and winter seasons. Communicate these updates to the Communications Director, with state agencies, and other farmers market partners.
- Provide support to the network of RI farmers market managers and USDA FINI grant partners, communicating updates and providing training as needed.
- Host tours and provide resources that educate external partners about Farm Fresh Food Access programs.
- Schedule community partners to attend weekly farmers markets. Review requests for Community Groups at markets as well as confirming, scheduling and invoicing
- Write vendor update emails and field vendor questions about market participation

Nutrition Incentive Grant Management

- Lead projects related to regional GusNIP sub-awardee partner coordinating including annual subaward budgeting, reporting and MOU processes.
- Lead Farm Fresh RI GusNIP grant administration, work planning, compliance and reporting to USDA NIFA
- Lead Regional GusNIP-specific grant activities including digital marketing and evaluation efforts
- Act as a liaison to USDA NIFA and GusNIP NTAE to support all GusNIP project activities
- Manage alignment of GusNIP, Federal Reed appropriation, and other SNAP-affiliated matching grant budgets to ensure spending projections and restrictions are upheld

Team Management

- Direct, plan, and coordinate the work of 1-2 full-time staff, 6 part-time seasonal staff, AmeriCorps members, interns, and volunteers — including recruitment, supervision and evaluation, training, and team building.
- Instill a sense of accountability among team members by modeling tight oversight of individual and organization performance standards.
- In partnership with the Food Access Operations Manager, recruit and train farmers market staff, AmeriCorps members, interns and volunteers.
- Develop agendas and facilitate food access team meetings to ensure all team members are informed and program challenges are addressed.
- Approve seasonal market staff job postings, training plans and resource guides developed by Food Access Operations Manager
- Participate in seasonal market staff, Summer Americorps and Direct Service Member interviews as needed
- Responsible for position drafting, posting and recruitment of full-time Food Access staff and AmeriCorps members
- Responsible for position drafting, posting and recruitment of Food Access interns and volunteers for special projects
- Field and approve PTO requests for Food Access Operations Manager, Food Access Program Associate, Full-year VISTAs and appropriate interns/ work-study students and submit bi-weekly productivity trackers to Business & Admin Department bi-weekly.
- Collaborate with Volunteer Coordinator to recruit and supervise volunteers and staff to assist with farmers market outreach activities

Technical and Training

- Coordinate 2021 FMPP Project activities with internal and external partners.
- Coordinate with Food Access Operations Manager to provide trainings to FINI/Bonus Bucks partner outlets.
- Provide support to the network of RI farmers market managers and USDA FINI grant partners, communicating updates and providing training as needed.

ORGANIZATIONAL

- Support Food Access Program operations in partnership with the, Managing Director, Business & Administration Team, Communications & Development Team and Senior Management Team
 - Must uphold Farm Fresh RI Supervisor Standards in accordance with Level 3: Director expectations.
 - Must be able to build relationships with people from varied cultural, economic, educational, racial, and religious backgrounds.
 - Must be able to collaborate and work on cross program & departmental teams and efforts
 - Must have strong and evolving commitment to participating in Farm Fresh RI's DEI goals
 - Must maintain a customer service orientation while considering solutions and interacting with external partners
 - Must be able to manage projects and be able to prioritize and handle a variety of assignments simultaneously in a vibrant work environment
 - Must be willing and able to work a flexible and changing schedule including evenings and weekends (evenings as late as 9PM and Saturdays)
 - Must hold valid driver's license and have access to reliable transportation
 - Must compile program data as requested for Food Access partners and Communications & Development team
 - Must complete tasks as assigned by the Managing Director & Executive Directors
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NON-ESSENTIAL DUTIES & RESPONSIBILITIES

- Proficiency with Microsoft Office and Google Suite
 - Spanish skills or other language skills
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KNOWLEDGE, SKILLS AND ABILITIES NEEDED TO PERFORM THIS ROLE

- Must be able to think, react, iterate, and redirect in a fast-paced environment
 - Self-starter and ability to maintain a self-motivating attitude
 - Passion for local food systems and social justice
 - Excellent verbal and written communication skills with exceptional attention to detail
 - Ability to juggle and track multiple tasks and responsibilities
 - Demonstrated commitment to the success of co-workers and Farm Fresh RI's mission and values
 - Ability to prioritize and handle a variety of assignments simultaneously in a vibrant work environment
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PHYSICAL DEMANDS (PHYSICAL, MENTAL, AND ENVIRONMENTAL)

The following capabilities are required in order to perform the essential functions of this position. Reasonable accommodations that do not create an undue burden on the company are available to address the following requirements.

- While performing the duties of this job, the employee is regularly required to sit/stand for long periods of time at a desk; use hands to handle, or feel objects, tools, or controls on computers; reach with hands and arms; and talk or hear in meetings and on the telephone or on the computer in an office or variable setting.
- Specific vision abilities required by this job include close vision, and the ability to adjust focus.
- Employees must be able to lift and carry up to 50 lbs.
- Ability to travel, which may include travel via car, train, airline, overnight hotel stays.

BENEFITS

- Generous PTO and paid holiday benefits
- Monthly contributions to flexible Health, dental and life insurance plans
- Annual professional development credit and opportunities
- IRA Matching contribution after 2 years of employment

COMPENSATION

\$64,480-\$74,000

TO APPLY

Please send your resume and cover letter to hire@farmfreshri.org with Food Access Program Director in the subject line. If you have any questions, please reach out to hire@farmfreshri.org. Priority consideration to applications received by July 5th.