

DREAM OF WILD HEALTH JOB DESCRIPTION

Title: Market & Outreach Coordinator
Reports To: Farm Manager
Status: 32 hours (.8FT)
Dates: April-October

DUTIES:

The Market & Outreach Coordinator is responsible for the off-site distribution and sales of DWH produce and value-added products, including staffing farmers markets, and coordinating the Indigenous Food Share, wholesale and donation efforts. This position is also responsible for creating a welcoming learning environment, and acting as farm liaison with volunteers, community garden, Gardens in a Box, farm tours, and community events.

Produce Distribution & Sales:

- Coordinate the planning and implementation of Dream of Wild Health farmers markets including liaison with Program Mgr for youth workers. Oversee preparation, maintain cleanliness and aesthetic. Provide training for youth and staff.
 - Ensure farm food distribution is in compliance with state law, health regulations and organization rules and regulations
 - Work with Bookkeeper to ensure timely and accurate invoicing, reports, and market deposits. Maintain accurate inventory of value added goods.
- Coordinate outreach, applications, communication, and delivery for Indigenous Food Share, wholesale accounts, and donations. Assist Farm Mgr in developing and implementing systems and priorities.
- Assist as needed with daily farm activities as directed by Farm Mgr., including planting, weeding, hoeing, harvest.
- Assist with farm and programmatic evaluation, as needed, ensuring that all data, materials and information are gathered and compiled in a timely manner.

Outreach:

- Coordinate urban garden programs, providing support to community garden coordinator, planning activities, providing supplies, liaison with other staff as needed, documentation through photos and reports, and evaluation. Communicate organizational goals and mission through all outreach activities.
- Provide outreach, coordination, and training for volunteer day at farm. Help plan daily farm activities for programs, tours, events.
- Provide farm tours and presentations as needed.
- Other duties as assigned

Requirements:

- Familiarity with Native culture and values, existing network within urban Native community preferred
- Knowledge of sustainable agriculture and local food systems preferred
- Strong preference for someone with experience in farmer's market coordination and/or general knowledge of Community Supported Agriculture. Should enjoy customer outreach, sales and relationship management
- Minimum of 1+ years of working on/with a garden or farm program. General garden experience is a must.
- Must have good communication skills and the ability to respond in a timely manner to emails, phone calls, and any other communication necessary with both customers and farm staff.
- Valid driver's license and reliable transportation to and from our farm in Hugo
- Ability to be exceptionally organized, enjoy working with diverse community projects and groups, lift 40 pounds, tolerance for heat, positive attitude