



Title: Market Coordinator **Status:** .8 FTE (32 hours) , 8 mos (Apr-Nov)
Reports to: Distribution and Operations Supervisor **Salary:** \$15/hr

The Market Coordinator is responsible for staffing farmers markets and coordinating delivery activities to ensure accurate and timely off-site distribution and sales of Dream of Wild Health (DWH) produce and value-added products; and delivering the Indigenous Food Share, wholesale and donation efforts. This individual will work with community members, partners and the DWH team to support efforts across multiple programs, meeting several grant objectives, maintaining expenses according to budget, evaluation of program activities, and may support grant reporting efforts.

Responsibilities & Expectations:

Be part of the DWH community

- Attend team trainings and occasional team meetings
- Communicate regularly with team and provide regular program updates
- Build positive relationships with clients, partners, chefs and other external parties
- Adopt and uphold the DWH Healthy Food Policy at all times
- Support DWH programs and community event efforts as needed

Coordinate and lead delivery activities for DWH

- Ensure farm food distribution is in compliance with state law, health regulations and organization rules and regulations, including adhering to COVID-19 protocols
- Plan and coordinate deliveries across multiple programs, including route development
- Work with DWH team and community partners to ensure successful product delivery
- Provide outstanding services and ensure client satisfaction
- Load and unload deliveries, and ensure packages are transported and stored properly

Fulfill administrative duties associated with the job

- Maintain expenses according to budget
- Respond to delivery related inquiries via email and phone
- Notify clients about any delivery delays or changes in advance
- Coordinate surveys for evaluation and assist in reporting activities
- Work with Office Administrator to ensure accurate invoicing, reports, and market deposits
- Assist in coordination of program activities/events and other duties as assigned

Markets, Community & Farm Events

- Inventory, pack, set-up, independently staff, and take-down for two weekly farmers markets (Tues. 3-7pm, Thur. 11am-3pm), and monthly community pop-up events (Jun.-Oct.)
- Provide exceptional customer service and create bountiful displays that attract customers. Operate a POS system and handle cash, cards, and market tokens
- Assist with Volunteer Fridays on the farm. Help check volunteers in and provide training and oversight. Make sure COVID-19 protocols are followed.

Qualifications:

- Minimum of 1+ years of farming or farmers market experience with knowledge of sustainable agriculture, including familiarity with a variety of produce and willingness to learn
- Experience with farmers markets, food delivery and customer service
- Ensure that programs are consistent with mission, cultural values and organic principles
- Ability to communicate effectively and work collaboratively with staff, partners and clients
- Experience working with Native American community (must have basic cultural understanding)



Requirements:

Must pass a criminal background check; have a valid driver's license with clean driving record and insured vehicle; ability to perform activities associated with deliveries, including heavy lifting, carrying and driving and maintaining a large delivery vehicle; standing and sitting for extended periods of time; willingness to work outside in all weather conditions; and flexibility to work occasional evenings or weekends, and drive to and from the Hugo farm and in the Twin Cities area.

To Apply: Submit cover letter and resume to Bryan at Bryan@dreamofwildhealth.org. Open until filled.