



Food Assistance Program Coordinator Needed!

POSITION SUMMARY: Contracted position that manages food assistance programs

SUPERVISION: Primary direction and supervision is by the Friends of the Alpena Farmers' Market Board

POSITION RESPONSIBILITIES:

- Serves as a onsite point of contact for the Friends and the Alpena Farmers Market
- Enlists and organizes volunteers to assist with events and fundraisers
- Manages state programs for different methods of payment (i.e., EBT, Double Up Food Bucks, Senior Project Fresh, WIC Project Fresh, etc.)
- Monitors and records key statistics
- Reimburses vendors for food assistance programs
- Helps to write and administer grant programs
- Recruits, engages, supports and/or monitors market volunteers
- Conduct market banking for food assistance programs and on site fundraising at the market
- Helps to manage fundraising on market days

The above position responsibilities are intended to identify the major responsibilities of the Food Assistance Program Coordinator.

Compensation (the Food Assistance Coordinator is an independent contractor) is \$4,000.00 (four thousand dollars) for the time period May 1, 2022 to May 1, 2023.

Please bring resumes directly to Sandy Santamour on market days at 1306 S. State Ave. Alpena or
Send to: P.O. Box 123 Alpena, MI 49707