Position Available: FreshRx Program Coordinator  
Full-time (3 years, + possibly longer)

The New Mexico Farmers’ Marketing Association (NMFMA) is a non-profit educational organization dedicated to strengthening the local food system by supporting agriculture producers and cultivating strong networks for a healthier New Mexico. We envision a food system where farmers earn a fair price for their products, and where fresh, healthy, culturally appropriate food is available and affordable for everyone.

POSITION DESCRIPTION:
The FreshRx Program Coordinator will provide key program support for this statewide produce prescription program that connects health clinics and their low-income patients with “prescription” incentives to purchase fresh, local produce, along with nutrition education and other wrap-around services. In this role, you will be working directly with 15 health clinics statewide to implement various aspects of the program including:

• Setting up an Advisory Committee of partners for project steering
• Setting up overarching program requirements
• Working with individual clinics to determine specific clinic program plans
• Ensuring programmatic paperwork (enrollment, patient surveys, etc.) is executed by clinics
• Working with farmers’ markets to implement the program and collect data
• Providing direct support to the Santa Fe Farmers’ Market Institute to implement the program
• Working with community partners to deliver nutrition education (virtual cooking classes, etc.)
• Working with our evaluation staff and partners to collect program data and conduct evaluations
• Coordinating an online “Learning Community” with participating health clinic partners
• Providing grant report writing assistance

The ideal candidate will be bilingual, detail-oriented, have strong verbal and written communications skills, and enjoy bringing together community partners including health clinics and farmers’ markets. Experience in a health clinic setting is a plus, as is experience coordinating local food projects, health trainings, or other related events. The candidate should be comfortable using technology tools such as Zoom and project management software, and should enjoy working within a vibrant non-profit environment. This program is funded by a 3-year USDA grant, with a strong likelihood of continuation.

REPORTS TO: Engagement Director

LOCATION: Remote (in New Mexico), and/or in the Santa Fe office as desired, and some regular in-person attendance at Santa Fe Farmers’ Markets will be required.

RESPONSIBILITIES: The job may include, but is not limited to, the following activities:

Communications
• Written, phone, & virtual communications with health clinics, farmers’ market managers, and others
• Help develop and oversee program documentation and enrollment materials
• Document meetings with notes and disseminate among partners as needed (Advisory Committee, Learning Community, etc.)
• If bilingual, translate program materials, as needed. If not bilingual, work with translator to create.

Project Management
• Work with Executive Director and Engagement Director to develop annual plans and set project deadlines
• Coordinate activities based on various deadlines for clinics, markets, and other partners
• Keep partners on track for their deadlines (program enrollment, client evaluations, etc.)
• Use the NMFMA’s project management software to track activities, deadlines, etc.
General Program Support

- Co-lead (and later lead) Advisory Committee meetings
- Coordinate all related program activities such as ordering tokens, payment to market managers, etc.
- Coordinate nutrition support activities such as virtual cooking classes
- Work closely with Engagement Director and national evaluation partner, as needed
- Provide ongoing technical support to clinics and farmers market managers
- Co-lead (and later lead) online learning community of clinic and market partners

QUALITIES WE’RE LOOKING FOR INCLUDE:

- Commitment to the NMFMA’s mission, vision, and values
- A self-starter comfortable working in a team environment
- Highly organized with excellent record-keeping skills
- Excellent communication skills (written and verbal)
- Strong attention to detail and ability to manage multiple activities and deadlines
- Experience in health clinic, food system, or collaborative community project work
- Ability to travel in New Mexico for trainings and workshops (when COVID safe)
- Knowledge/comfort with technology platforms such as Zoom
- Bilingual in Spanish (verbal and written) a huge plus

SALARY RANGE AND BENEFITS:
$18 - $23/hour  Health insurance, generous vacation, paid holidays, and more

HOW TO APPLY: Send a cover letter and resume to: questions@farmersmarketsnm.org with “FreshRx Job” in the subject line.

DEADLINE: Saturday, October 31, 2020 (midnight, MST)