

## **BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.**

### **Food Access Coordinator – Part Time**

The mission of the Baltimore Office of Promotion & the Arts (BOPA) is to address the needs of the arts community through arts and cultural activities, advocacy and support; create pride by promoting Baltimore to Baltimoreans; and to use the arts and events marketing tools to promote Baltimore's assets locally, regionally and nationally. BOPA produces festivals, special events, and promotions for Baltimore City and develops and administers funds, grant programs and community workshops. In addition, BOPA manages several historic attractions and sites in the Baltimore area. Facilities include School 33 Art Center, The Cloisters, the Bromo Seltzer Arts Tower and the Top of the World Observation Level in the World Trade Center.

### **Position Description**

The Food Access Coordinator for the Baltimore Office of Promotion & The Arts is a part-time, non-exempt position reporting to the Farmers' Market Manager. The position supports the on-site production and operations of the Baltimore Farmers' Market & Bazaar by fulfilling required tasks and assignments before, during, and after the seasonal market.

### **Essential Duties and Responsibilities:**

- Coordinate SNAP (EBT), Maryland Market Money (matching program), and other non-cash (such as coupons or certificates) transactions at the farmers markets each week
- Distribute payments and token bags to vendors each week at the start of market and collect tokens from vendor at the close of market
- Attend all markets throughout the 2024 season, arriving prior to market start and remaining through market close
- Reporting and analyzing weekly data on SNAP (EBT), Maryland Market Money, credit/debit, and other non-cash spending at the markets
- Ongoing communication with market vendors and market managers about the program
- Participate in trainings and workshops as scheduled.
- Assisting with the overall set-up and breakdown of Baltimore Farmers' Market and Bazaar (BFMB). Including, but not limited to, hanging/placing signage, setting up tables, chairs, tents, décor, etc.
- Supporting and operating the BFMB Welcome Center
- Organizing and maintaining supplies and hardware needed on-site
- Alerting Events staff of any problems before/during/ after Farmers Market
- Other duties as assigned by BOPA and Farmers' Market Staff.

**Qualifications:**

- A self-starter with ability to manage multiple projects simultaneously and with attention to detail
- Demonstrated commitment to food justice and local food systems
- Strong verbal, written, and customer service skills;
- Skilled at using data spreadsheets or aptitude for developing this skill
- Reliable transportation
- Willingness to work outdoors in varied seasons
- Experience working with diverse populations
- Willingness to learn the technicalities of federal nutrition benefits programs

**Compensation & Benefits:**

- \$18/hr
- Salary is commensurate with experience
- MD Sick and Safe Leave (if applicable)

**Application Process:**

Email cover letter and resume (with applicant's name and the job title in subject line) as one pdf document to: [jjohnson@promotionandarts.org](mailto:jjohnson@promotionandarts.org). No phone calls please.

*The Baltimore Office of Promotion & The Arts, Inc. is an Equal Opportunity Employer. We strive to mirror the rich diversity of Baltimore City in our staffing and programming while emphasizing cultural equity. Cultural equity embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status, geography, citizenship status, or religion—are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*