

## **Eat Greater Des Moines**

### **Job Description**

**Title:** Double Up Food Bucks Coordinator  
**FLSA Status:** Part-Time (30 hours/week), Temporary  
**Reports To:** Executive Director  
**Salary:** \$15/hour

Eat Greater Des Moines is a central Iowa-based non-profit organization that facilitates and builds connections to strengthen the area's food system. Our mission is to unite the community by providing quality food access for all. We build community through food. By bringing people to the table, we empower partners in our community to connect, support one another, and move ideas into action through information sharing, building relationships, and providing education on the most urgent issues related to food in our community.

#### **BASIC FUNCTION:**

Eat Greater Des Moines seeks a dynamic, self-starter to assist in the expansion of the Double Up Food Bucks program. This position will be supporting onsite farmers market managers and farm stands as they implement the Double Up program. This individual will be onsite at each market assisting in building the market capacity to implement and run the program successfully.

#### **REQUIRED QUALIFICATIONS:**

- A bachelor's degree in social service or health-related field, or equivalent combination of education and experience
- Self-motivated, driven individual able to manage multiple farmers markets and farm stands implementing and running the Double Up Food Bucks program
- Ability to work cooperatively with different types of personalities and diverse populations
- Strong written and oral communication skills, including the ability to make presentations to diverse small and large groups and development of communication materials
- Valid Driver license and ability to travel regularly by car.
- Commitment to achieving Eat Greater Des Moines' goals and mission.

#### **DUTIES & RESPONSIBILITIES:**

##### **Double Up Food Bucks Operations –**

- Ability to speak publicly, train, and engage small to large groups regarding the Double Up Food Bucks program
- Maintain regular contact and develop ongoing relationships with market managers, vendors, market clients, and community partners
- Detail orientated and able to stay on top of and ahead of program needs and timing
- Ability to problem solve and constructively address challenges
- *Research, prospect, and cultivate new potential Double Up Food Bucks locations*
- Develop and implement marketing and communication to promote the program
- Support fundraising necessary to fund the position and program

##### **Reporting & Record Keeping –**

- Utilize necessary online and other computerized tracking systems on a regular basis to ensure accurate data management
- Ensures that data from partners is collected on a regular basis

**Community Collaboration –**

- Works with colleagues and with other public, private and non-profit partners to review program-related procedures, develops cooperative relationships, and resolves challenges
- Identifies and keeps informed about available resources and opportunities pertinent to Eat Greater Des Moines' mission and goals
- Maintains a flexible schedule for early mornings, evenings, and weekends – commiserate with farmers markets (Saturday mornings and weekly evenings required)

**Other duties as assigned**

Please mail or email a resume and a cover letter describing your qualifications, interest in the position, in confidence to:

Eat Greater Des Moines  
Attn: Executive Director  
501 SW 7<sup>th</sup> Street, Suite G2  
Email: [aalvarez@eatgreaterdesmoines.org](mailto:aalvarez@eatgreaterdesmoines.org)

Eat Greater Des Moines is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, national origin, color, sex, sexual orientation, age or disability in admission or access to the operation of our programs, services, activities, or our own employment practices. All qualified applicants will be given equal opportunity, and selection decisions will be based on job-related factors.