



<b>Division:</b> Urban Food Connections of Utah		
<b>Job title:</b> Operations Coordinator		
<b>Supervisor:</b> Nichole Mathews, Market and Administrative Manager, UFCU		
<b>Category:</b> <input type="checkbox"/> Administrative Support <input checked="" type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> Other - seasonal	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Temporary	<b>Hours 40/week</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
<p><b>Job description:</b> The Operations Coordinator works directly with the Market and Administrative Manager to plan and implement Urban Food Connections of Utah’s markets, coordinate operations, seasonal staff, vendor relations, and events. They also coordinate the SNAP and DUFB programs, Local Food Microgrant Program, and other UFCU programs. At the directions of the Market Manager, they:</p> <p><b>Vendor Relations:</b></p> <ul style="list-style-type: none"> <li>• Coordinate vendor application and the vendor selection process</li> <li>• Coordinate vendor training and correspondence</li> </ul> <p><b>Staff and Volunteer Supervision:</b></p> <ul style="list-style-type: none"> <li>• Supervise part-time seasonal staff</li> <li>• train UFCU Market staff and volunteers</li> </ul> <p><b>Event and Program Coordination :</b></p> <ul style="list-style-type: none"> <li>• Work with UFCU team to create, plan, staff and implement events including: fundraising events, Summer in a Jar, Farm Tours, Eat Local Utah, special events at the Market and Market Kids Club</li> <li>• Coordinate the Local Food Microgrant Program</li> <li>• Support other Downtown Alliance programs as directed by UFCU management.</li> </ul> <p><b>UFCU Operations Coordination:</b></p> <ul style="list-style-type: none"> <li>• Coordinate Utah Farmers Market Network volunteers to collect farmers market data</li> <li>• Support Director of Communications on social media marketing strategy and development</li> <li>• Support Director of Communications in creating weekly newsletters to customers and vendors</li> <li>• Maintain and organize records including: market metrics, photos, vendor information, financial reports</li> </ul>		



- Ensure weekly accounting is complete and accurate including: accounts receivable, invoicing, check requests.
- Oversee asset maintenance including: vehicles, warehouse, merchandise, supplies

#### **Weekly Market Operations**

- Duties include set-up, tear-down, vendor relations, cash-handling and reporting, customer service and event operations. And provide other support as directed by the UFCU management team.
- Customer Service: understand market operations, answer customer questions, sell Market merchandise and receive and account for vendor fees.
- Vendor Relations: address vendor concerns and engage UFCU management as needed.
- Coordinate UFCU's Double Up Food Bucks (DUFB) and Supplemental Nutrition Assistance Program (SNAP) and ensure customer and vendor tracking and weekly and monthly reporting is complete and accurate .
- Coordinate relationships with SNAP/DUFB stakeholders

#### **Requirements and Skills:**

- Work Saturdays during Market season (Summer-June - October/Winter-November - April).
- Proficiency in Microsoft Office Suite, Google Docs/Sheets/Drive, database management, Square payment processing, social media platforms, Joomla web design, TimeWorks webclock, volunteer recruitment sites
- Strong written and interpersonal communication skills
- Ability to work under pressure on multiple projects
- Detail-oriented
- Passion for local food, community, eating locally, sustainable food systems, and farmers markets
- Ability to lift 50 lbs and to complete physical tasks in an outdoor environment, regardless of weather

#### **Education requirements:**

4 year degree or equivalent experience in the local food or non-profit sector

#### **Salary:**

Starting at \$45,000