

UPHAM'S CORNER HEALTH COMMITTEE, INC.

d/b/a

Upham's Corner Health Center · Upham's Elder Service Plan · Upham's Home Health Care

500 Columbia Road
Dorchester, MA 02125
617-287-8000

JOB DESCRIPTION

Position Title:	Upham's Corner Farmers Market Manager
Supervisor:	Dan Joo
Hours per week:	10 hours per week

Revision Date: 04/26/2018

Upham's Corner Health Center (UCHC) is non-profit organization committed to providing high quality, low cost, culturally sensitive, and community-based health and social services to the residents of North Dorchester and adjacent neighborhoods. Our goal as a health center is to provide each patient with primary care in comfort and convenience. We have a robust amount of services to provide wrap-around care for patients of all ages, backgrounds, and ethnicities.

Upham's Corner Health Center is looking for a charismatic individual who is interested in agriculture, food, and community to manage the first ever Upham's Corner Farmers Market. This market is part of the Imagine Boston 2020 vision being implemented by the Mayor's Office and other community partners. The Market Manager is the go-to person for community partners, farmers, producers, and shoppers during the market season.

The Upham's Corner Farmers Market is held every Wednesday starting July 18th from 3:00 pm to 7:00 pm. The location of the market will be at 559 Columbia Rd, Dorchester, Massachusetts. Market Managers must be able to commit to a full market season which runs from July 18th, 2018 through October 24th, 2018. Hours are approximately 6 hours per market day and 4 hours of administrative/budget work per week. The rate of pay is \$20 per hour **pending grant**. To apply, please send cover letter and resume to [Dan Joo](#) and [Naureen Syed](#). **Deadline for applications is June 24th, 2018.**

<u>Primary Function:</u>	Setting up and breaking down the market, helping promote the Upham's Corner Farmer's Market, running the EBT/SNAP program, promoting the WIC program, and keeping accurate weekly records of market activities. The Market Manager is the on-site representative for Upham's Corner Health Center, so familiarity with our mission and our programs is important.
<u>Duties & Responsibilities:</u>	<ul style="list-style-type: none">• Provide assistance in market application and permit process.• Recruit and manage vendors.• Help promote the market and UCHC's Vision• Help promote Upham's Corner Health Center's services and programs• Assist with social media and general outreach to promote the market.• Operate and promote the EBT/SNAP program• Operate and promote the WIC program• Arrive at market before opening to coordinate market set-up and

	<p>stay at market until all vendors have left (usually no more than 1 hour after market closing).</p> <ul style="list-style-type: none"> • Coordinate vendor parking and set-up, ensuring vendors are in the correct space. • Place signs promoting the market at UCHC and around the community at key locations prior to opening on each market day, and remove signs at the close of market. • Assist vendors, community representatives and customers by providing market-related information, conflict resolution and general aid as appropriate. • Enforce market rules. • Occasionally assist vendors by providing limited set up help. • Other duties as appropriate to the Market Manager and as may be assigned
<u>Minimum Basic Knowledge:</u>	<ul style="list-style-type: none"> • GED/High School Diploma
<u>Experience & Qualifications:</u>	<p>Desired Qualifications:</p> <ul style="list-style-type: none"> • Experience networking with different community resources and agencies required. • Passionate about the community of North Dorchester and improving the UCFM • Individual must be able to communicate effectively with a variety of people including but not limited to customers, farmers, volunteers, potential sponsoring agencies, health inspectors, police and city transportation officials as well as Upham’s Corner Health Center staff. • Willing and able to work outside in all weather conditions. • Able to safely lift and carry at least 50 pounds. • Ability to work independently as well as with the team of volunteers, interns and staff members. • Possess excellent customer service skills. • Prior experience with Farmers Market or EBT/SNAP transactions strongly preferred. • Bachelor’s degree preferred (education in agriculture, nutrition, etc, highly preferred). • Must be proficient in Microsoft Office. • Preferably Portuguese or Cape Verdean Creole speaking, but not required
<u>Independent Action:</u>	<ul style="list-style-type: none"> • Independently with supervisory direction
<u>Supervisory Responsibility:</u>	<ul style="list-style-type: none"> • Overseeing and coordinating all volunteers for the market • Overseeing and coordinating all vendors for the market