



FARMERS MARKET COALITION

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Evaluation Support Coordinator

The position of the Farmers Market Coalition Evaluation Support Coordinator is a remote, full-time, exempt position that will focus on providing direct support to market operators and to network partners using FMC's evaluation resources, to create and or collect other resources, and in expanding FMC's ability to provide data visualization and analysis support to all FMC projects. The Coordinator will also seek out and work with software developers already working in the farmers market sector to assist them to add more metric-style functionality in the evaluation tools they offer market operators and farmers. This position is ideal for a self-starter who enjoys working in diverse team settings within a remote non-profit and across many types of networks. The successful applicant will be excited about supporting the potential for grassroots market operators and market networks to have comprehensive data visualization tools via FMC's support and in working within grassroots networks and will have stellar customer service skills.

The Coordinator will:

- Help with project deliverables on FMC funded projects that involve a metrics-style approach to evaluation.
- Offer data visualization support for Metrics account holders using Adobe Suite tools and Tableau software.
- Assist in preparing reports by gathering, analyzing, and summarizing relevant information using Adobe Suite tools and Tableau software.
- Schedule and lead Communities of Practices as needed on evaluation topics such as using data entry software, using reports, and finding a data collection team.
- Create and collect resources for farmers market operators on the challenges in data collection in support of FMC staff.
- Support FMC staff with the facilitation of Communities of Practice that include market evaluation.
- Support FMC staff with meetings with project partners that include market evaluation and sector analysis.
- Work with selected software developers and database managers in the market field to find ways to build more compatibility for their market users.
- Participate in organizational measurement of work including assisting directors in analysis of the impact of FMC's program work and its work to become an anti-racist organization.

Qualifications:

- 1-2 years experience working on data collection and analysis preferably in grassroots food system organizations
- Technical experience in Wordpress page design, Adobe Suite (basic), CRM/Database management, Google Groups, Excel, Tableau
- Comfort in working with web platform developers
- Strong writing, editing, and proofreading skills
- Eager to communicate effectively and respectfully to varying audiences and cultures

- Organized, strong attention to detail and deadlines; able to work quickly with a commitment to accuracy
- Flexible and proactive, able to juggle multiple moving pieces of work and to work with a wide variety of project deliverables
- Comfortable working independently as well as collaboratively within a team
- Passionate about local food, farmers markets, food access, equity/justice, and/or community food systems

Compensation:

\$23/hour, 32 hours a week, full time benefits

Application deadline: December 5, 2022

FMC is proud to be an equal opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, age, physical or mental disability, or other applicable legally protected characteristics.

Over and above our commitment to nondiscrimination, FMC actively encourages applicants with experience living and working in communities of color, including fluency in Black, Indigenous, and/or Latinx cultural reference points. Farmers Market Coalition is committed to creating an equitable and inclusive work environment where each employee's contributions are recognized, valued, and celebrated.