FMC Part-time Network Coordinator

The position of FMC Network Coordinator is a remote, part-time (20 hours/week), salaried position reporting to the Farmers Market Support Program Director. This person will report on their assigned activities to the appropriate Project Manager within the FM Support Program. This position will join the current Network Coordinator in managing these tasks with each Coordinator assigned to a set of specific projects.

Summary

This position is responsible for connecting market operators to cluster support on FM Support Program projects, assisting FMC Support Program staff with Communities of Practice (CoP) facilitation, reviewing listservs for content or facilitation needs from FMC, creating resources in partnership with FMC Program Managers, and supporting FMC staff in developing networks on their projects.

Primary Responsibilities

- Provide expert facilitation support to FMC CoPs as needed including S/N Leaders, Flagship Market CoP, WIC/FMNP CoP, Anti-Racist Farmers Markets CoP, and Hub Learning Cohorts
- Offer analysis on FMC’s CoP including future rounds of CoP design
- Provide general support to staff on resource development including managing and sharing feedback from reviewers.
- Create resources for FMC cluster work as needed in partnership with FMC Program Managers and staff.
- Connect general FMC technical assistance requests (this position does not handle membership or communication TA requests) to FMC staff, contractors, or to existing resources.
- Compile data and updates on NF Cluster activities for quarterly FMC progress reports as needed.
- Work with the Communications Team on website updates around the clusters of support.
- Other relevant duties as assigned

Qualifications

- Excellent notetaking and logistical skills for online meeting facilitation
- Eager to communicate effectively and respectfully to varying audiences and cultures with professionalism and integrity
- 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 handle ambiguity
- Comfortable working independently as well as collaboratively within a team
- Passionate about local food, farmers markets, food access, and/or community food systems
- Technical experience (preferred, not required): Wordpres page design, Zoom, Microsoft Teams, Adobe Suite (basic), CRM/Database management, Google Groups, Excel
Compensation: $24,960

This position includes paid time off, a monthly health insurance stipend, office stipend, paid travel, and other benefits per the FMC Employee Handbook.

Application Deadline: July 21, 2023

Farmers Market Coalition welcomes and supports employees from all backgrounds and believes a diverse workforce enhances our ability to fulfill our mission. We are committed to creating an equitable and inclusive work environment where each employee’s contributions are recognized, valued, and celebrated. Over and above our commitment to nondiscrimination, FMC actively seeks to employ members of the community who have experienced poverty or food insecurity and members of historically marginalized groups including racial and ethnic minorities.
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.