



## **Good Food Bucks Coordinator**

### **Position Summary**

The Good Food Bucks Coordinator supports the implementation and operations of City Green's statewide Good Food Bucks Nutrition Incentive Program. The Good Food Bucks program provides funding, training, and technical assistance for the doubling of SNAP (Supplemental Nutrition Assistance Program) dollars at 28+ participating farmers markets, grocers, and other fresh-food retailers. The Good Food Bucks Coordinator will work closely with the Director of Food Access and partners to implement this impactful healthy food access program with a vision of ensuring that good food is available for all.

As the Good Food Bucks program grows and evolves, the Good Food Bucks Coordinator will have the opportunity to have a lasting impact on the success of City Green's statewide nutrition incentive programming, which benefits people who use SNAP, NJ's local farmers, and local businesses.

### **In coordination with the Director of Food Access, the Good Food Bucks Coordinator will:**

- Provide program and strategic support to City Green's Good Food Bucks nutrition incentive program for farmers markets, farm stands, and other fresh-food retailers.
- Maintain continual communication with and provide ongoing technical assistance to farmers' markets and retailers participating in SNAP and the Good Food Bucks nutrition incentive program
- Act as the first point of contact for monthly data collection and reimbursement requests from Good Food Bucks partners
- Develop program guides and materials for nutrition incentive program operators and farmers markets
- Assist with and lead webinars, on-site trainings, and networking events for Good Food Bucks partner retailers and partner agencies
- Create a monthly Good Food Bucks newsletter with curated resources, articles, announcements, and network updates
- Assist with maintenance and updates of the Good Food Bucks website and resource hub
- Connect Good Food Buck partners with resources related to farmers market and incentive program operations, related news and publications, and learning and funding opportunities
- Conduct seasonal site visits to Good Food Buck partner farmers markets and retailers
- Assist with on-the-ground outreach and policy advocacy efforts in coordination with City Green's Community Engagement and Advocacy Department
- Participate in statewide and national forums and networking related to nutrition incentive programs, staying up to date on best practices

- Participate in program project evaluation and data collection, including qualitative evaluation and the gathering of surveys and testimonials, entering data into the program database, compiling reports, and generating project statistics
- Implement activities associated with program goals and objectives, and activities aligned state and federal grant opportunities, and ensure grant milestones and obligations are met
- Assist with internal seasonal and annual program evaluation activities in an effort to constantly improve the quality and impact of the program
- Support and sometimes lead grant writing efforts and/or grant reporting for the Good Food Bucks program, including reporting for federal USDA grants

#### **Other Responsibilities:**

- Foster and maintain positive relationships with partners throughout programs
- Maintenance of records and files for contacts and program materials
- Support for additional printed materials (flyers, newsletters, reports, etc.)
- Support maintenance and updates of program project plans annually
- Participate in “All Hands On Deck” activities, where all City Green staff cooperate on a large project, event, educational program or volunteer day
- Support initiatives and programs throughout the organization as needed
- Be prepared to represent City Green in a variety of situations with partners, guests, funders, government officials, other stakeholders, and community members
- Adhere to City Green’s principles
- Adhere to City Green’s policies and practices around diversity, equity and inclusion
- Be prepared to support interdepartmental events and activities
- Follow organizational policies and standards for safety and liability

#### **Qualifications:**

- Professional, volunteer, or personal experience with community outreach or organizing work
- Experience with program management and budget management
- Experience in computer skills and familiarity with software and applications, including Microsoft Excel and Outlook, Google Suite, and MailChimp
- Demonstrated ability to build and maintain community relationships
- Experience working in diverse communities
- Ability to tailor training and communications to different audiences
- Strong project coordination and organization skills
- Ability to manage multiple tasks with strong attention to detail
- Outstanding written and oral communications skills; excellent interpersonal skills
- Understanding of food access issues
- Experience in modeling cultural proficiency and demonstrated commitment to equity, inclusion and social justice

#### **Diversity, Equity & Inclusion in Hiring at City Green**

Diversity is a core value of City Green. We believe the power of diversity enriches all of us by

exposing us to a range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions. City Green is committed to working to build and sustain an equitable and inclusive work environment where diversity is celebrated and valued. We believe diversity benefits and enriches the development of all of our staff, partners, supporters, and community.

--

**All applicants must be fully vaccinated and boosted to be considered for employment at City Green.**

**To apply for any position, please send an email to City Green with a resume, cover letter, proof of vaccination, and the job title as the subject to [opportunities@city-green.org](mailto:opportunities@city-green.org).**

**Salary Range: \$46,000 - \$50,000**