



**Waltham Farmers' Market, Inc.**

800 Lexington Street

Waltham Plaza #1082

Waltham, MA 02452

[info@walthamfarmersmarket.org](mailto:info@walthamfarmersmarket.org)

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## **Waltham Farmers' Market SNAP/EBT Coordinator Job Description**

**Job Title:** SNAP/EBT Coordinator for the Waltham Farmers' Market (WFM)

**Reports to:** SNAP Manager

### **About Us:**

The Waltham Farmers' Market (WFM) works together with local producers and small farms to: provide access to healthy, fresh, affordable food for the Waltham community; provide a community gathering space; and to enhance downtown Waltham. For 35 years, this market has been a member of the Waltham community. It is easily accessible by public transit.

### **Job Overview:**

This candidate will interact with WFM customers to facilitate the SNAP Match program, a food access program at our farmers market that allows Supplemental Nutrition Assistance Program (SNAP, formerly known as food stamps) recipients to receive a dollar-for-dollar match of up to \$10 per week to purchase SNAP-eligible foods.

The job will take place **onsite, rain/shine** (65 Lexington Street, Waltham, MA), **Saturdays, June 7- November 1**, from **8:45 AM – 2:45 PM** (6 hours/day for 22 weeks). There are an additional 1-2 hours per week of offsite administrative work involving data entry, record keeping and preparation for the next market day, for a total of 7-8 hours per week. The candidate must be available for 3-4 hours of initial paid training during the period of May 19-June 6, including at least 1 in-person session. This position requires attention to detail, patience, and an outgoing personality to be successful.

This is a part-time, non-exempt, non-benefited position. The hourly rate is \$18/hour and will be paid bi-weekly via direct deposit. Most of the training will be provided on-the-job; however, there will be a few hours of work (compensated) prior to the season opening (see above).

### **Responsibilities:**

- Process EBT cards for the purchase of tokens to use at SNAP-eligible vendors
- Explain the SNAP Match program and other food assistance programs to shoppers
- Assist vendors and/or shoppers with issues regarding SNAP
- Remind/inform shoppers about Health Incentives Program (HIP) benefits and HIP-certified vendors
- Establish a rapport with shoppers and vendors
- Distribute program materials to vendors prior to market open
- Collect tokens from vendors and issue receipts at the end of the market day
- Count and package tokens for the next market day\*
- Sort market materials to prepare for the next market day\*
- Database entry and record keeping (offsite)
- Recharge equipment and notify supervisor of any needed supplies between market days

\* Onsite or offsite: If the candidate has a vehicle to transport tokens and other market materials and the ability to store them at home, they can perform this step offsite. If not, they will extend their onsite time at the end of the market beyond 2:45 PM and perform this task at the market site.

**Minimum Qualifications:**

- English proficiency
- Punctuality
- Ability to interact with people from a wide variety of backgrounds
- Ability to learn to operate an electronic point of sale (POS) system
- Ability to sit for extended periods of time and move about uneven surfaces with ease
- Ability to accurately count tokens, issue written receipts, and record token collection data
- Comfort and familiarity with basic spreadsheets
- Ability to navigate computer programs, online platforms, and app-based solutions
- Access to a computer or tablet and internet service for offsite work

**Preferred Qualifications:**

- While there are no specific foreign language requirements, knowledge or some fluency in Mandarin, Cantonese, Spanish, or Russian is helpful
- Existing knowledge of how SNAP works is helpful but not required

**To Apply:** Along with a resume, please submit a cover letter explaining why you'll be a good fit to [AmyM@walthamfarmersmarket.org](mailto:AmyM@walthamfarmersmarket.org). Applications received by March 15 will be given priority consideration. Please note that a job offer will be contingent upon a successful background check.

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*Non-discrimination statement: The Waltham Farmers' Market is an equal opportunity employer. No employee or applicant for employment shall be unlawfully denied employment opportunity for which they are qualified because of race, color, ancestry, national origin, sex, gender identity, sexual orientation, religion, age, height, weight, marital status, pregnancy, veteran or active military status, disability, or other protected category.*