

North Circle Online Farmers Market Coordinator

February through October 2019

On Average 5-12 hours per week (variable with workload)

Total Equivalent Hours = .25 FTE

Pay rate negotiable, pending experience and qualifications

Deadline for Application: midnight Feb. 8, 2019

Apply on line. --<http://w-e-i.org/job-application/>

Attach work résumé or CV to online application.

Attach letter of inquiry to online application.

Questions: call 651-583-0705 or contact wei@w-e-i.org

The Women's Environmental Institute is hiring for a .25 FTE position to coordinate the weekly work and planning of the North Circle Online Farmers Market. The job includes an early planning phase (February through May) and the weekly operations of the online marketing (June through October). The social media work for the online marketing services can be carried out remotely. Coordination with farmers for produce collection and on-site packing are condensed to a Thursday/Friday schedule. The project is a program of the Women's Environmental Institute (w-e-i.org), a 501(c)3 nonprofit and Chisago County Charity Organization, located in North Branch, Minnesota (Amador Township). Packing shed space and office for the Coordinator are provided by WEI.

See Description of North Circle (below)

Pending funds, the position could be extended to a .5FTE to include developing with WEI staff and volunteers the beginning phases of a 5-year strategic plan to support and grow the North Circle Online Farmers Market. Please indicate your capacity for this kind of work, if relevant, in your letter of inquiry. This is not required for the .25 FTE application.

See Description of Possible Option (below)

Required:

- Must work Thursday evenings and Friday mornings on site at WEI
- Ability to follow and coordinate weekly protocol schedule
- Good social media skills: for email, website, Facebook, text messaging, Instagram and Farmweb
- Good communication and human relations skills
- Good organizing skills with many details on hand
- Ability to multi-task when such situations prevail
- Good work ethic and strong recommendations from previous employers
- Ability or experience working on a team
- Ability to organize, convene and implement events, meetings and focus groups
- Must have car or means of transportation to and from WEI
- Commitment to the mission and values of the Women's Environmental Institute

Preferred

- Resident living in North Branch or East Central Minnesota
- Experience working on a farm or working with farmers or farm-fresh produce
- Familiarity with USDA produce standards
- Experience in sales of farm produce
- Experience in advertising or community organizing
- Experience working with Wordpress website content management system
- Visionary with a good work ethic

WHAT IS NORTH CIRCLE?

The North Circle Online Farmers Market operates from June to October by actively offering weekly online ordering of produce grown by North Circle farmers. The project distributes produce from local small-scale farms committed to organic or sustainable farming practices. The weekly protocol starts on Saturday by a social media listing of the week's available produce from North Circle farmers. On Wednesday at noon, the online sales are closed. The coordinator then notifies the farmers on what they have sold online. The coordinator, with the help of the farmers, organizes the produce at WEI and fills out orders for customized boxes to be delivered each Friday to drop-sites in North Branch, Cambridge, Isanti, Wyoming, Center City, Taylors Falls, Wyoming, Stark and Almelund, Minnesota. WEI staff and volunteers complete these deliveries on Friday before 2:00 p.m. We are currently working with 18 active North Circle farms and one flour mill in our region. The weekly protocol for this job is already in place and the North Circle website and the platform for online ordering have already been developed. This will be the third year of an increasingly successful North Circle Online Farmers Market. The North Circle project has been funded for the two years by an NCR-SARE grant and is ready for another year's implementation in 2019.

POSSIBLE OPTION, PENDING AVAILABLE GRANT FUNDS (IN PROGRESS)

The North Circles Coordinator job may be expanded to include working with WEI staff and volunteers to create the beginning of a five-year strategic plan for a regional North Circle community-supported online food system. For the North Circle Coordinator, the strategic plan work will involve helping to set up, convene, and carry out meetings with consumers, farmers, community stakeholders, funders and institution leaders. We already have a small committee of dedicated volunteers and local professionals who are willing to help with the five-year strategic plan. Pending available new grant funds, the new North Circle Coordinator position could be expanded to a .5FTE to cover both the operations of the online farmers market and working with the committee on the five-year strategic plan. Please feel free to add your qualifications for this kind of work in your Letter of Inquiry, but this is not required if you are only interested in coordinating the online farmers market.