

THE BRISTOL FARMERS MARKET, INC.
P.O. Box 3155
Bristol, CT 06011-3155



BristolFarmersMarket.com | BristolCTFarmersMarket@gmail.com

JOB TITLE:

SNAP/EBT Coordinator for The Bristol Farmers Market – 2025 Season

REPORTS TO:

Treasurer and Chair of the Board of Directors

ABOUT THE BRISTOL FARMERS MARKET:

The mission of The Bristol Farmers Market, Inc. is to create a sustainable platform that supports and promotes access to fresh local food and products for all residents. By connecting the community with local farmers and producers, the market aims to foster a thriving environment for both vendors and patrons.

JOB OVERVIEW:

The Bristol Farmers Market is an authorized SNAP farmers market that allows Supplemental Nutrition Assistance Program (SNAP) recipients to receive a dollar-for-dollar match of up to \$40 per week to purchase SNAP eligible foods. The person in this role will interact with customers at our market to facilitate this program.

The job will take place **onsite, rain/shine** (10 Main Street, Bristol), **Saturdays, June 21 - October 4, 2025**, from **10AM – 1:30PM** (4.5 hours/day for 16 weeks). There is an additional 1 hour per week of offsite administrative work involving record keeping and working directly with the Treasurer, for a total of 5.5 hours per week.

Applicant must be available for 1 to 2 hours of initial training sometime between May 27 and June 13, 2025. This position requires attention to detail, patience, and an outgoing personality to be successful. This is a part-time, non-benefited position. The hourly rate is \$20/hour and will be paid weekly.

RESPONSIBILITIES:

- Process EBT cards for tokens/coupons to use at SNAP-eligible vendors
- Explain SNAP Match Program and other food assistance programs to shoppers
- Assist vendors and/or shoppers with issues regarding SNAP
- Collect tokens from vendors and issue receipts at the end of the market day
- Record keeping and working with Treasurer weekly so vendors can be paid
- Ensuring electronic equipment is in good working order and notify Treasurer and/or Chair of the Board of Directors of any needed supplies between market days

MINIMUM QUALIFICATIONS:

- English proficiency
- Punctuality
- Ability to interact with people from a wide variety of backgrounds
- Ability to learn to and operate electronic equipment (an iPad) to manage SNAP benefits
- Ability to sit for extended periods of time and move about the market with ease

BOARD OF DIRECTORS

Dawn Nielsen
Board Chair

Lindsey Rivers
Secretary

Cheryl Thibeault
Treasurer

MEMBERS:
Lorry LeMaire
Vendor Liaison

Jason Messier
Business Liaison

Maya Bringe
Nonprofit Liaison

Mickey Goldwasser
Community Liaison

ADDITIONAL HELPFUL QUALIFICATIONS:

- Knowledge of and some fluency in Spanish and Polish is helpful
- Existing knowledge of how SNAP works is helpful but not required

TO APPLY:

Please submit a letter explaining why you'll be a good fit for this position, please include all prior or current experience that fits any of the above qualifications.

Email to: BristolCTFarmersMarket@gmail.com by May 2, 2025 to be considered. Please note that a job offer will be contingent upon a successful in-person interview and background check.

Non-discrimination statement: The Bristol Farmers Market, Inc. is an equal opportunity organization and does not allow discrimination based upon age, ethnicity, ancestry, gender, gender identity, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.