



**About This Role:**

Fort Scott Farmers Market in partnership with K-State Research and Extension Local Food Systems is seeking a Local Food Fellow to complete the local food system project: Fort Scott Farmers Market Launches SNAP Acceptance

This part-time, 10-12 hours per week, twenty eight-week fellowship will run from **April 22nd - October 31st, 2024.**

**Responsibilities:**

- Set up and operate the SNAP token booth during Market hours including: **Saturdays 8 AM-Noon and Tuesdays 4 PM-6 PM.**
- Keep accurate accounting: collect fees and reconcile token accounts
- Operate market's EBT (Electronic benefit transfer) program, SNAP, and any future local programs.
- Market and promote the Farmers Market launching SNAP acceptance to the community. This will include support distributing flyers and conducting outreach to food pantries and commodity distribution facilities to reach SNAP eligible customers. These hours will be flexible during the week.
- Contribute content to Fort Scott Farmers Market Facebook page.
- Report to the Fort Scott Farmers' Market Board of Directors including providing accounting and performance reports. Bring suggestions from vendors back to board
- Complete final report to be submitted to K-State Research and Extension Local Food Systems Program Coordinator before finishing fellowship time period.

**Location:**

This is an in-person position located at: The Farmers Market Pavilion at The Gathering Square, North National, Fort Scott, KS.

**Why Join Us:**

Join our team as we are getting geared up and excited to promote that we will be accepting SNAP benefits while offering locally raised meats, produce and more to our valued customers.

For more information about K-State Research and Extension Local Food Systems, please visit <http://www.kansaslocalfoods.org/>

**We Support  
Diversity and  
Inclusion:**

Kansas State University embraces diversity and inclusion. The university actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the **Principles of Community**.

**What You'll Need to Succeed:** **Minimum Qualifications:**

- Requires a high school diploma or equivalent.
- Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media and social media.
- Possess computer skills including email, internet, and Microsoft Office Programs.
- Self-starter, ability to work independently.
- Outgoing and eager to greet customers in a friendly and professional manner.

**Preferred Qualifications:**

- Experience working with individuals, groups, and co-workers to accomplish individual and/or group goals, as evidenced by previous leadership roles.
- Experience working with diverse audiences.
- Experience serving SNAP customers.

**Other Requirements:**

- Applicants must be currently authorized to work in the United States at the time of employment.
- Saturday mornings are a requirement.

**How to Apply:**

Please submit the following documents to Amanda Lindahl, Local Food System Program Coordinator: [alindahl@ksu.edu](mailto:alindahl@ksu.edu); Le Kay Karleskint: [lkarleskint@ksu.edu](mailto:lkarleskint@ksu.edu) and Teri Hamilton, Farmers Market President: [thehamiltonsbakery@gmail.com](mailto:thehamiltonsbakery@gmail.com)

1. Letter of interest
2. Resume

**Screening of Applications Begins:**

March 1, 2024

**Stipend Amount:**

\$5,440 for the 320 hour fellowship project

**Equal Employment Opportunity:**

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability, or status as a protected veteran.



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