GRAPHIC DESIGNER/WEBSITE MAINTENANCE VOLUNTEER (IMMEDIATE)

The Hattie Carthan community market seeks website consultant with WIX experience to reformat and maintain our organizational websites over the 2015 growing season.

Market apprentices (2 volunteers) 15 hr/week commitment + weekly market basket
This position reports to the Hattie Carthan Market project director

1 position Friday/Sat mandatory
1 position Sunday/Monday mandatory

Training and experience:

The ideal candidate will be proficient in Excel, word, PowerPoint. Must be energetic, enthusiastic, flexible and be committed to improving the health of the community and food justice for low income communities. Drivers license a plus. Light lifting and taking in large farm deliveries is required

Job and responsibilities:

*The two market apprentices will receive ongoing training from May 2015 and works from June through November to assist with planning, promoting and operating the farmers market for the growing season.

*Market apprentices are responsible for maintaining EBT machine and accurately processing and monitoring automatic and manual EBT transactions in the markets.

*Market apprentices will balance EBT machine at the end of market day and provide daily clearance reports representing all transactions made in the market each day of operation.
* Market apprentices will be required to assist with strategic organizing to build market earning programs and will conduct outreach to community groups, distribute farmers markets posters, brochures and other marketing materials for the Hattie Carthan community markets.

* Market apprentices will organize to advertise market programs and create interest in neighborhood groups working in the Central Brooklyn community through organizing community tours during the market season.

* Market apprentices will assist with market setup and breakdown at the end of market days

Market apprentices will assist project director to train market sellers and youths in market payment programs.

* Market apprentices will document local farm production numbers for end of year final report by organizing harvest weigh ins on Fridays and Sundays.

Market Basket Distribution intern (2 Volunteers) 1- Sat market, 1-Sunday market(10 hrs per week)

Saturday market distribution - 5 hrs Fridays/5hrs Saturdays

Sunday market distribution – 1 hr Friday 6 hrs Saturday

Description and Responsibilities:

Work with market project director to recruit new members for the expanding Mixed Basket Program and to create linkages between new populations and our market. The 2 interns will do community outreach and advertising of our basket program online, at community resource centers, food gatherings, conferences, community meetings etc. Create outreach maps for strategic outreach plan in the Bedford Stuyvesant community. Organize and schedule weekly deliveries for the mixed baskets, identify institutional partners interested in basket deliveries, create baskets on Fridays and print relevant recipes for produce and herbs each week. Volunteers will utilize current weekly distribution /payment system and reports to ensure accurate reporting for this program.

This opportunity runs from May through November. Interns will operate basket pickup table in the market Saturdays and Sundays and will organize baskets Friday evenings.
Urban Agriculture farm assistants (5) 10 hrs per week May - November

Urban agriculture farm assistants will receive basic urban agriculture training needed to understand basic botany, vermiculture and mushroom patch cultivation in order to assist the urban farmer to maintain 2 two chicken coops, 2 mushroom patches and worm bins. Prior knowledge in regenerative agricultural systems and creating land banks preferred. Urban agriculture assistants will help to educate and coordinate volunteers on the farm and will assist the farmer in residence to conduct an average of 13 seasonally appropriate workdays at 2 urban agriculture sites. Interns will identify new farm parcels to help us build on our food justice/revitalization work in the Bedford Stuyvesant community.

Livestock Intern (2 Volunteers)

Description and Responsibilities:

Clean chicken coop twice per week, examine and dust birds periodically. Observe general health of chickens and submit monthly coop log to resident farmer of any issues in health or behavior of chickens.

This is an ongoing opportunity.

Food justice/sovereignty interns (educational training support)( 4 volunteers)

Saturdays & Sundays in the market

Assist project director to create local Food sovereignty working group that educates new food leaders who can advocate for equity in the food system, assist project leader with conducting food justice and grassroots advocacy leadership workshops and councils. Work with Food Justice working group to create stakeholder maps and a list of actionable justice issues around food. Create guidelines and maintain protocol for Hattie Carthan Food justice working group. Organize food justice meetings and identify potential funding and candidates for leadership workshops. Maintain market online food sovereignty blog. Write and distribute articles demystifying food justice for all people in the food system written by our food justice farmer and working group in local newspapers and grassroots blogs.
Garden to Market Production and Harvesting interns (4 Volunteers)

Description and Responsibilities:

Pick and organize weekly harvest from the Hattie Carthan Community Garden and Herban Farm. Maintain garden and farm beds through the harvesting process and prepare the produce for market by cleaning and bundling produce on Fridays from 4pm to end. In addition he/she will be responsible for tracking and documenting food production at both sites, by weighing into inventory after harvesting on Fridays and Sundays.

This opportunity runs throughout the season of the Farmers' Market, July - November every Friday afternoon/evening 4pm to 7pm

Urban Agriculture Grassroots Fundraising Support Intern (2 positions)

Grant research/writers (2 positions)

Description and Responsibilities:

The Hattie Carthan community garden/market is seeking two volunteers, who will report and work with project director to create a grassroots fundraising plan for the community farm and its 2 markets. Interns will conduct research and organize case studies which measure the impact of The Hattie Carthan food projects in the Bedford Stuyvesant community. PHD candidates welcome!

1 Grant research/writer will identify grant sources for small scale urban agriculture projects and markets, create a fundraising database, coordinate grant calendar, assist with establishing grant profiles for farm and market grants and maintaining project accounting files.

Position requires strong communication and networking skills, computer literacy. Ideal candidate will provide writing sample of winning grant proposal, be able to achieve milestones within strict timelines and possess effective oral and written communication skills. Successful candidates will assist with growing our current market programs and developing lasting relationships with foundations who understand and are responsive to the thoughts and unique needs of grassroots led food projects.
Compost coordinators  (2 volunteer)

Description and Responsibilities:

Work with Project Director to manage community composting system tracking logs, coordinate volunteers to turn piles weekly and to assist with sifting and side dressing of garden and farm row. The ideal volunteer is a certified master composter with knowledge of various methods of composting. This volunteer should possess the skills needed to attract new composters by demonstrating composting as a simple and natural act instead of deep science . Ideal candidate will offer several composting workshops during the market season targeted at young children, youths,adults and seniors.

Community organizers (2)

Description and Responsibilities:

Manage information station in Market on Saturdays, greet customers and community members, and answer questions about the garden, farm, markets and leadership programs. Ideal candidates will be familiar with all Market programs and events and promote and encourage community residents to support and volunteer at the Hattie Carthan community market and its programs.

This position is Saturdays, Sundays and at all garden, market and farm events. Volunteers will also do tabling at community conferences,workdays and communal events.

Tiny Tots Youth Program coordinator

Description and Responsibilities:

Work with project director to create soft gardening program for tots 3yrs old to 6 yrs old. Organize groups of young children in garden, work with children during various activities such as planting, arts and crafts, observation, play during Saturday markets from July – September. Experience working with young children and youth development a must. Ideal candidate will hold MSW qualification or possess 3 years of experience working with young children. This position runs for 6 weeks and reports to the Project Director
Tiny Tots Youth interns (2 Youth Volunteers)

Description and Responsibilities:

Offer general assistance to the Program coordinator of our Tiny Tots Summer Gardening Program in the childrens garden and farm twice per week. Ensure young children are safe, lead farm tours, eco-art and garden play activities with tots enrolled in the Tiny Tots program.