

Overview

The Washington Harbor District Alliance (WHDA) is committed to strengthening and developing the Harbor District, Washington's central business district. Downtown functions as an economic zone in which boutiques, specialty stores, and event space reinforce each other's customer base, and their economic dynamism attracts related businesses. The Harbor District Market, a community development project by WHDA at 140 W Main St, has increased the range of healthy food available to its residents, stimulated its economy through retail sales and workforce development, and enliven its culture, thus enhancing community vitality.

WHDA & the Harbor District Market has been an active part of the Beaufort County Healthy Eating Active Living Collaborative and Food Council (HEAL). With the support of the Kate B. Reynolds Charitable Trust, WHDA has received funding for an employee to act as HEAL Coordinator and Harbor District Market Assistant Manager. This position has guaranteed funding for 2021, 2022, & 2023 with potential for the future as well.

WHDA Mission

The mission of the Washington Harbor District Alliance (WHDA) is to recruit and support businesses in the Central Business District while building partnerships that encourage preservation and promote the Harbor District as an inclusive, professional, commercial, cultural and residential community on the water.

Highly Desired Qualifications

Education: Any combination of education, training, and experience that provides the required knowledge, skills, and abilities. High school diploma required.

Experience: At least 3 years management experience, including personnel management, budget responsibility, operations management and experience working with multiple constituencies/stakeholder groups; experience working with the public, experience in retail and/or other customer service experience preferred.

Additional Qualifications

The ability to develop good relationships; the ability to interface well with the public; strong customer service orientation and skills; excellent interpersonal and communications skills, good listener; strong organizing, problem-solving, and time management skills; good attention to details; basic computer skills. Working the Market and events can be physically active. If you have a disability or special need that requires accommodation, please let us know.

Compensation

Compensation is commensurate with experience based on 40 hours per week. Salary benefit package ranges from \$28,000 - \$36,000 including individual health insurance coverage. Due to the weekend & occasional evening hours required to perform this job, this position will be offered a flexible schedule.

Reporting Status: Position reports directly to the WHDA Executive Director

Washington Harbor District Alliance is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind.

**Beaufort County Healthy Eating Active Living (HEAL) Collaborative & Food Council
Coordinator Job Description**

HEAL Mission

The Beaufort County Healthy Eating Active Living Collaborative acts as a strong, empowering voice to catalyze healthy eating and active living in Beaufort County.

Note: All of the jobs below can be shared with other members of the Council. It is the Coordinator's responsibility to organize and make sure the needs are met.

Administrative

1. Plan for meetings and maintain meeting documents in alignment with Rural Forward.
2. Write and assist with grant writing as needed.
3. Create reports as needed for grants and the Council.
4. Maintain and grow HEAL Facebook page and following.
5. Send and answer correspondence and phone calls for the Council and Action Teams.

Community Development and Outreach

1. Outreach to and collaborate with individuals/groups in the townships outside of Washington to maintain a HEAL presence and progression of work in outlying areas of Beaufort County (e.g. Pantego, Blount's Creek, Chocowinity & Aurora).
2. Seek out individuals in the community who are involved with food system work to include their voices as much as possible, and invite them to join the group.
3. Increase inclusivity by establishing relationships with the public outside of organizational HEAL members and listening to their needs.

Action Plan

1. Oversee the completion and keep a record of HEAL's strategies and objectives as stated on the HEAL Action Plan.
2. Stay updated on food system data including farming, distribution, consuming and waste as well as food insecurity, racial disparities of diet-related illness and land ownership.
3. Research and educate on Food System Policies that are relevant to Beaufort County and address the goals of HEAL. Incorporate into HEAL meetings and Action Plan when appropriate and approved by HEAL leadership.
4. Present information to groups and at local events about the Council or food system issues.
5. Work with the East Carolina University Research team to quantify HEAL/HEAL Coordinator accomplishments to support the position and preserve funding.

Other duties as assigned.

Harbor District Market Assistant Manager Job Description

Harbor District Market Mission

The mission of the Harbor District Market is to support local producers and artisans, provide fresh healthy food and local crafts to consumers of all income levels, educate the public about local sourcing and nutrition, and build an inclusive community around locally sourced food and other products.

Major Duties and Responsibilities

- **Market Operations Management** – Manages the coordinating and overseeing day-to-day operations of the Market. This includes, but is not limited to, the assignment of locations for vendors, contractors and community groups; the logistics of setup/break down; the management of vendors; the management of the Information Booth and merchandise sales; interfacing with the public and the vendors; resolution of conflicts or problems that may arise; and the collection, control and documentation of fees.
- **Vendor & Contractor Relations** – Develops and manages relationships with vendors and contractors, ensuring timely communications and resolution of issues or problems; monitors merchants' operations and ensures compliance to Market rules and agreements. Solicits additional vendors/contractors as needed, screens applications and monitors quality of products and presentation. Provides orientation and training to new vendors and offers ongoing coaching to help ensure vendors' success.
- **Market Promotion** – Interacts with the public at the Market and monitors and ensures the Market's attractiveness and appeal. Tracks customer numbers and sales and works with the Executive Director to develop and implement strategies to enhance Market quality and increase total sales. Develops recommendations to enhance the Market and promotes HDM & WHDA in a positive, professional manner. Models and promotes collaborative and respectful communications and relationships.
- **Volunteer Management** - Within established policies, develops and supervises Market volunteers. Provides initial training and ongoing coaching/training as needed.
- **Planning** – Works with and provides input to the Executive Director in the development of business plans and work programs. Prepares reports and keeps the Executive Director informed regarding the status of the Market and progress toward established goals.
- **Financial Planning & Management** – Works with and provides input to the Executive director in annual budget development. Monitors and controls the budget for the Market, manages resources within the constraints of the budget and long-range business plans and ensures compliance with financial controls.
- **Other Duties** - Performs other duties as assigned from time to time by the Executive Director.