

# We're Hiring: Full-time Link Up Illinois Program Associate



**Are you enthusiastic about cultivating food justice in Illinois?**

**Are you eager to make healthy, local, farm-fresh foods more accessible?**

**Do you have a passion for connecting farmers to small- and mid-sized grocery stores?**

**If so, then apply [here](#) and join our team!**

The **Experimental Station** fosters a dynamic ecology of innovative educational and cultural programs, small business enterprises and community initiatives. Since 2006, we have both built our own programming to address local needs and have fostered, hosted, and sponsored many other initiatives. Current programs include Link Up Illinois, 61st Street Farmers Market, Blackstone Bicycle Works, small business incubation, and public arts and cultural events. **We are currently seeking a Link Up Illinois Program Associate who will be central to supporting operations of Link Up Illinois as we continue to grow.**

**Link Up Illinois** provides farmers markets, farm stands, food co-operatives, and small grocers across the state with funding to implement Link Match programs for recipients of Illinois Link (federal Supplemental Nutrition Assistance Program, or SNAP, benefits). Link Match is a healthy food incentive earned by SNAP/Link participants whenever they make a purchase at participating locations. The incentive is distributed on a 1:1 matching basis, thereby doubling the buying power of the SNAP shopper. Link Match can then be used to buy fresh fruits and vegetables at these locations.

**As the Link Up Illinois Program Associate, you will:**

## **Management and Administrative Duties**

- Provide consistent communication with program partners to build and strengthen Link Up Illinois' statewide network of farmers markets, direct-to-producer venues, corner stores, and independent grocers offering Link Match.
- Connect local farmers with resources and opportunities to sell their products at Link Up Illinois partner venues.
- Provide training and technical support to partner markets and other venues.
- Work with partner markets and venues to ensure timely and accurate completion of partner grant applications and contracts.
- Track program progress and ensure the program meets grant milestones.

### Quantitative Duties

- Track and input data from partner markets and venues.
- Provide data to the Senior Program Manager for grant reporting and fundraising.

### Preferred skills and experience:

- Have experience in food access work.
- Be a people person and interested in data collection and evaluation.
- Enjoy collaborating with a team.

Strong candidates may have experience in project management, program management, office administration, or small business ownership. Candidates who have ample experience in public speaking and data input are encouraged to apply. For a full job description, [click here](#).

This is a full-time position with a salary of **\$42-45k** commensurate with experience. Experimental Station offers health benefits (contributing 50%) for full-time employees and paid time off.

Experimental Station is an equal opportunity employer. We welcome people with a wide range of skills and experiences to apply. To apply, visit <https://bit.ly/LinkUpIllinoisJob>

The deadline to apply is October 29th, 2021

*It is the policy of Experimental Station to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.*