

The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



FARMERS MARKET PROGRAM DATA ASSOCIATE (PHILADELPHIA, PA)

The Food Trust is a nationally recognized nonprofit dedicated to ensuring that everyone has access to affordable, nutritious food and information to make healthy decisions. Headquartered in Philadelphia, The Food Trust works with neighborhoods, schools, grocers, farmers and policymakers in the city and across the country to develop a comprehensive approach to improved food access that combines nutrition education and greater availability of affordable, healthy food. More information about The Food Trust is available at www.thefoodtrust.org.

POSITION SUMMARY

The Food Trust runs 20+ farmers markets throughout the city of Philadelphia. The Food Trust is a dedicated farmer's market enthusiast to assist with data entry and support the Philly Food Bucks program, a healthy food incentive program to encourage increased fruit and vegetable intake. The Farmers Market Program Data Entry Associate will provide office and field support for the Philly Food Bucks program, with a focus on data entry, and will provide on-site supervision at farmers markets. Opportunities for time off during the season are limited.

ESSENTIAL FUNCTIONS

- Enter Philly Food Bucks data into online database
- Complete and submit paperwork on a regular schedule
- Maintain Excel spreadsheets related to Philly Food Bucks, SNAP, attendance and sales
- Attend community events throughout Philadelphia, and perform outreach to community groups regarding SNAP, Philly Food Bucks and farmers markets
- On-site supervision of farmers markets
- Support core office staff by updating market data and maintaining internal storage space
- Other administrative support as needed.

EXPERIENCE, EDUCATION, AND LICENSURE

MINIMUM EXPERIENCE: Entry level, no experience required, but related experience in community outreach or data entry preferred. The Food Trust strongly encourages candidates living in the neighborhoods of farmers markets to apply for the position. Please visit thefoodtrustmarkets.org for market location details.

MINIMUM EDUCATION: High School Diploma or GED.

SALARY/PAY RATE: \$15.00/hour

EMPLOYMENT CATEGORY: Part-Time; Seasonal (June – December), 29 Hours per Week

JOB OPEN DATE: June 2018

TO APPLY: Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference “Farmers Market Program Data Associate” in the subject line. Please do not call.

The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of The Food Trust's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- Ability to organize tasks in an efficient manner, follow-up, and follow-through with strong attention to detail in a fast-paced environment.
- A general appreciation of fresh food.
- Ability to travel in and around the Philadelphia region to perform Market and Outreach activities.
- Strong written and verbal communication skills and effectively communicate with individuals and groups.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external business partners, corner-store owners, and the community.
- Adheres to all The Food Trust and departmental policies and procedures.
- Attends all The Food Trust in-services as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee will frequently stand and walk to/from or while coordinating Farmers Market activities; the employee will on a daily basis sit, use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
- The employee must occasionally lift and/or move up to 25 pounds of program materials and other related documents and while assisting with market set up and breakdown.
- Operate related office equipment and use necessary tools.
- Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Although some of the work is indoors, you will primarily be performing your duties outside at assigned Farmers Market and other community locations/special events on a regular basis.
- Farmers Markets are all-weather, outdoor events. Associates are exposed to temperatures common in Philadelphia during winter, spring, summer and fall. Some tented shelter is available from the sun and rain at all markets but at times exposure is unavoidable while working at a farmers market. Market Associates are expected to check the weather and dress accordingly since temperatures can vary widely from start to finish of market.
- Air quality and noise depend on location but in general, air quality in Philadelphia can be poor on the hottest and most humid days of the year.
- Lighting is very good for most of the year and adequate at a handful of markets towards the end of the season at the end of the day.
- Position may require occasional trips to attend conferences, seminars, and meetings.
- May require working non-traditional hours based on Farmers Market schedule and other operational needs.