

Full-Time Farmers Market 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 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 farmers markets and farm stands throughout Philadelphia and its surrounding counties. We are seeking a friendly, energetic, committed individual to oversee these farmers market/farm stand operations and lead community outreach efforts. The Farmers Market Associate will ideally live in one of the identified neighborhoods in which the work will take place with the goal of increasing access to healthy, affordable food and nutrition education.

This position has access to sensitive Food Trust information and is expected to handle such information with integrity and professionalism. This position has regular contact with members of the community and is expected to represent The Food Trust in a professional manner.

ESSENTIAL FUNCTIONS

- Assist with vendor recruitment, identifying/assessing market locations, market planning, food orders, marketing and customer outreach.
- Support community engagement efforts related to food access, including focus groups, community conversations, and convenings. Identify opportunities for residents and stakeholders to become more involved in the planning and implementation of projects in their community.
- Oversee assigned markets with attention to detail, including: set up and break down, interacting with customers and answering questions, operating wireless EBT (food stamps) card readers, handing out Food Bucks coupons, assisting with sales if needed, filling out paperwork.
- Work collaboratively with nutrition educators, assist with cooking demonstrations as needed and encourage customers to participate.
- Interact with farmers and other food vendors at market, including helping them set up, ensuring their sales tables are up to code, and problem-solving as needed
- Establish and foster relationships with residents, community members/partners and site staff within assigned communities. Attend relevant community meetings/events.
- Support corporate sponsors as needed.
- Schedule, train and support volunteers as needed.
- Complete all necessary administrative tasks associated with the position within communicated timeline.
- Enter Food Bucks, SNAP, and attendance data into online database.
- Maintain Excel spreadsheets related to Food Bucks, SNAP, attendance and sales.
- Support evaluation within communities as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- A. 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.
- B. Possess cultural competencies for diverse groups
- C. Ability to organize tasks and follow-up in an efficient manner with strong attention to detail in a fast-paced environment.
- D. Knowledge of the concepts with cultural competencies and utilizes this information for the enhancement of programming, and ability to communicate and foster relationships with a diverse group of individuals.
- E. Ability to travel in and around assigned communities.
- F. Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- G. Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- H. Effective written and verbal communication skills.
- I. Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external partners and community members
- J. Adheres to all The Food Trust and departmental policies and procedures.
- K. Attends all The Food Trust in-services as required.
- L. Flexibility to work varying hours, including evening hours and weekends

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.

1. While performing the duties of this job, the employee will frequently stand and walk to/from or while conducting educational 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 climb stairs; stoop; kneel; crouch, taste or smell.
2. The employee must lift and/or move up to 25 pounds of program materials and other related documents including while climbing stairs.
3. Operate related office equipment and use necessary tools.
4. 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.

1. The noise level in the work environment is usually moderate.
2. Work is primarily conducted at community sites that will require travel on a regular basis.
3. Programming will frequently occur outside, including in the cold, heat, wind, rain and other weather conditions. Farmers Markets are all-weather, outdoor events. Market 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.

4. Air quality and noise depend on location. In general, air quality in Philadelphia can be poor on the hottest and most humid days of the year.
5. 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.
6. Position may require occasional trips to attend conferences, seminars, and meetings.
7. Requires working non-traditional hours based on operational needs.

EXPERIENCE, EDUCATION AND LICENSURE

Minimum Experience: 1 year of related experience

Minimum Education: High school diploma/GED

SALARY/PAY RATE: The Food Trust offers competitive pay, a comprehensive benefit program, and a supportive, mission-driven work environment where you can grow and learn both professionally and personally and be part of a great team.

EMPLOYMENT CATEGORY: Full-time, non-exempt.

JOB OPEN DATE: Immediately

To apply: Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference "Full-Time FM Associate" in the subject line.

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.