

Part-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 several farmers markets throughout the city, and we are seeking outgoing, friendly, energetic, committed individuals to oversee their operations and make sure they run smoothly, as well as operate wireless point-of-sale systems and fill out paperwork related to these sales.

ESSENTIAL FUNCTIONS

- Overseeing assigned farmers market(s) with attention to detail, including setting up tables and promotional materials and breaking them down at the end of the day.
- Providing customer services at the farmers markets, including helping customers use their SNAP-EBT cards; handing out Food Bucks coupons; encouraging participation in market activities (like cooking demonstrations and sponsors); and answering questions.
- Interacting with farmers, vendors, sponsors, and community partners at the farmers market.
- Representing The Food Trust at the farmers market by making everyone feel welcome.
- Completing weekly paperwork, including regular check-ins with staff to help us continually improve the market experience throughout the season.

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.
- Possess cultural competencies for diverse groups.
- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- 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.
- Ability to travel in and around assigned communities.
- Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.



- Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- 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 partners and community members.
- Adheres to all The Food Trust and departmental policies and procedures.
- Attends all The Food Trust in-services as required.
- 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; walk; 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.
2. The employee must occasionally lift and/or move up to 25 pounds.
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 within 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 toward the end of the season at the end of the day.
6. Position may require occasional trips to attend conferences seminars, and meetings.
7. May require working non-traditional hours based on operational needs.

EXPERIENCE, EDUCATION AND LICENSURE

Minimum Experience: 0-1 year of related experience in a community outreach or organizing setting or some sort of customer service role preferred. Candidates living in close proximity of the farmers market are strongly encouraged to apply. Please visit thefoodtrustmarkets.org for market location details.

Minimum Education: High School Diploma or GED.

SALARY/PAY RATE: \$18/ hour

EMPLOYMENT CATEGORY: Temporary/ Seasonal. Part-Time, up to 10 hours per week

JOB OPEN DATE: Immediately

To apply: Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference "Farmers Market 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.