

# The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



## **FARMERS MARKET DATA ENTRY ASSOCIATE, PHILADELPHIA**

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](http://www.thefoodtrust.org).

### **POSITION SUMMARY**

The Food Trust is seeking a dedicated and enthusiastic Farmers Market Associate to assist with data entry; and support the Philly Food Bucks program, a coupon incentive program to encourage increased fruit and vegetable intake by SNAP (food stamp) participants.

### **ESSENTIAL FUNCTIONS**

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.

### **Responsibilities include:**

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

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong organizational skills and strong oral communication skills
- Experience with data entry and with community outreach is strongly desired
- Must have ability to handle multiple priorities, organize time effectively and work independently and as a team player; reliability is a must
- Confidence, intelligence, creative thinking and a positive attitude are characteristics of a successful Farmers Market Program Data Associate

### **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 sit at a computer work station; you will occasionally stand and walk to/from or while coordinating Farmers Market programs; the employee will on a daily basis sit, use hands to finger, handle, or feel objects, tools or equipment; reach with hands

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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.
- Frequent work at a computer station, heavy keyboarding activity.
- 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 you will primarily be performing your duties in the office, you will be working outside at assigned Farmers Market and other community locations/special events on an occasional basis.
- Farmers Markets are all-weather, outdoor events. Market Associates are exposed to temperatures common in Philadelphia during 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 community partners within Philadelphia.
- May require working non-traditional hours based on Farmers Market schedule and other operational needs.

### **EXPERIENCE, EDUCATION AND LICENSURE**

Entry level position; experience in community outreach/organizing or customer service is preferred but not required. High School Diploma/GED required.

**PAY RATE:** \$12.10 hourly

**EMPLOYMENT CATEGORY:** Temporary/seasonal (May-December); part-time (20-25 hours per week)

**JOB OPEN DATE:** May 2017

**TO APPLY:** Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference "FARMERS MARKET DATA ENTRY ASSOCIATE" in the subject line. Please do not call.