

Position Description: Project Associate, Farmers Market Program, Philadelphia

Position: Project Associate	Department: 163/Farmers Market Program
Reports to: Program Manager	FLSA Status: Non-Exempt
Revised: May 2023	Classification: Regular Full-Time

Position Summary

The Food Trust’s Farmers Market Program runs a network of 12+ farmers markets and farm stands throughout the city of Philadelphia.

We are seeking friendly, energetic, committed individuals to oversee specific farmers market/farm stand operations and lead community outreach efforts for those particular markets. This position will also support market administration tasks, including vendor scheduling and data collection.

The Farmers Market Associate should feel comfortable working with the public, troubleshooting in real time and communicating with market stakeholders (internal and external).

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, market planning and scheduling, food orders, event and education coordination, and customer outreach.
- Support community engagement efforts related for residents and stakeholders to become more involved in the planning and implementation of projects in their community, as it relates to markets.
- 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, support cooking demonstrations as needed and encourage customers to participate.
- Interact with farmers and other vendors at market, including helping them set up, ensuring their sales, Food Bucks and EBT transactions are reported and 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 the 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.

Non-Essential Functions

- Attend relevant workshops as necessary to maintain professional knowledge.
- Adheres to The Food Trust's security guidelines and ensures the appropriate handling of sensitive information.
- Attends relevant staff meetings to promote communication and execution of goals.
- Support agency wide efforts- The Food Trust values the efforts of staff that support agency wide events that support our mission.
- Other duties as assigned within the scope of position expectations.

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 and follow-up in an efficient manner 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 Excel and Google Docs.
- Effective written and verbal communication skills.
- 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

Experience, Education and Licensure

Minimum Experience: 1 year of related experience

Minimum Education: High school diploma/GED

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; the employee will on a daily basis sit, use hands and fingers to use tools or equipment; reach with hands and arms; balance; talk or hear. The employee will climb stairs; stoop; kneel; and crouch.
2. The employee must lift and/or move up to 25 pounds of program materials, equipment and supplies 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 and The Food Trust office 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.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

How to Apply

Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference "Full-Time 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.