



EASTMONT COMMUNITY CENTER

<u>Position:</u>	Farmers Market Coordinator
<u>Program:</u>	Nutrition Program
<u>FLSA Status:</u>	Non-exempt/ Hourly (Full-Time)
<u>Compensation:</u>	\$23.00
<u>Supervised by:</u>	Health and Wellness Manager

About our organization

Founded in 1968, Eastmont Community Center serves families in East Los Angeles by partnering with local private-public agencies to provide access to programs and resources in social services, education, health, and overall wellness. Eastmont Community Center seeks to enhance the quality of life for all families in East Los Angeles.

General Purpose:

Eastmont Community Center is currently in an exciting moment in its organizational trajectory, as it seeks to deepen its current programming. The Farmers Market Coordinator is the individual who is responsible in overseeing the market's long-term sustainability which includes making the market profitable to farmers while providing a valuable shopping experience for consumers. The Farmers Market Coordinator will be responsible for all aspects of coordinating the Saturday Farmers Market. Due to the frequent weekend hours required to perform this job, this position will be offered a flexible schedule.

This position is one component of the organizations' health and wellness programs and will support the nutrition program by integrating the benefits of the Farmers Market with the agency's overall goals.

***During the COVID-19 crisis, Eastmont is committed to the safety of its staff and volunteers.**



Responsibilities:

East LA Farmers Market

- On-site market representative for Eastmont Community Center
- Lead set-up/tear-down
- Oversees sales and service on market days
- Conducts sales audits on vendors
- Prepares weekly, monthly, quarterly reports and submits to Operations Manager
- Provides leadership in implementing ECC's nutrition and health programs at the market including supervising volunteers and staff
- Maintains relationships with current vendors and builds new relationships with small businesses to expand the market and the **Eastmont Community Garden**
- Actively recruit new producers to expand the variety of products for sale
- Ensure all applicable licenses, permits, and insurances are filed with relevant agencies
- Advertise and promote the market
- Continually evaluate the markets strengths and weaknesses. Conduct customer surveys, track overall sales, and monitor for potential improvements in daily logistics, outreach efforts, and product selection.
- Required to be present throughout the entire market and special events

Desired Skills & Characteristics:

- A genuine love for farmers markets and the products and experiences they offer.
- Strong written, oral, organizational, and communication skills.
- Strong knowledge of Microsoft Office Suite including Word, Excel, and PowerPoint.
- Proven leadership experience including providing staff oversight, mentoring and development, and establishing department goals and objectives.
- Experience with event execution and familiarity with basic equipment and logistics.
- Ability to lift 30 lbs.
- Must possess valid driver's license.
- Ability to manage multiple projects and deadlines.
- Self-directed but able to work collectively as a team player.
- Capable of overseeing a project from start to finish or jumping in mid-stream.
- Willingness to work in the elements (heat, rain, cold, temperatures, etc.).
- Ability to work irregular and long hours as needed, including early mornings, evenings, and weekends. • Able to enforce rules assertively and respectfully as needed.



Our ideal candidate:

- Two years' experience in programs offering social and health services
- Skilled social service practitioner who can quickly identify areas for improvement and provide actionable guidance to improve service delivery
- Comfortable with data collection and analysis
- Strong interpersonal and analytical skills
- Spanish proficiency (verbal and written) **required**
- Bachelor's degree from an accredited four-year college or university in Social Work, Psychology, Sociology, or a related field (**preferred**) or equivalent work experience

- Current college students highly recommended

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of this job. However, the employee must occasionally lift and/or move up to 30 pounds.

Under very special circumstances, this work may be conducted remotely.

WORK ENVIRONMENT:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

