



## **EASTMONT COMMUNITY CENTER**

**Position:** Farmers Market Administrative Assistant

**Program:** Health and Wellness

**FLSA Status:** Non-exempt/ Hourly (Part-Time)

**Compensation:** \$18.00

**Supervised by:** Farmers Market Manager

### **About our organization**

Eastmont Community Center is currently in an exciting moment in its organizational trajectory, as it seeks to deepen its current programming. 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:**

The Farmers Market Assistant will provide on-site and administrative support to the East Los Angeles Farmers Market. The Farmers Market Assistant will be responsible for supporting the markets array of programs that includes access to food by way of the Cal fresh program, organizing community events, and administrative duties.

This position is one component of the organizations' health and wellness programs and will support the department 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**

- Physical set-up and take-down of booths
- Gather and organize market supplies
- Supports Market Manager with weekly, monthly, quarterly reports
- Implements ECC's nutrition and health programs at the market including market match, Cal Fresh enrollment, and health/nutrition outreach
- Maintains relationships with current vendors and builds new relationships with small businesses to expand the market
- Maintains the cleanliness of the market throughout the day
- Ensure vendors have all applicable licenses, permits, and insurances as needed
- Advertises and promotes 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 support during special events
- Organize and replenish EBT/Market Match Supplies

### **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.
- Experience with event execution and familiarity with basic equipment and logistics.
- Ability to lift up to 30 lbs.
- Must possess valid driver's license.
- Self-directed but able to work collectively as a team player.
- 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:**

- One year 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
- Ability to take initiative and work well under pressure
- Familiarity with the East Los Angeles Community and/surrounding cities
- 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** which includes physical set-up and take-down of equipment such as canopies, tables, and chairs.

### **WORK ENVIRONMENT:**

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

