



EASTMONT COMMUNITY CENTER

<u>Position:</u>	Farmers Market Assistant
<u>Program:</u>	Health and Wellness
<u>FLSA Status:</u>	Non-exempt/ Hourly (Part-Time or Full-Time Available)
<u>Compensation:</u>	\$16 to \$18.00
<u>Supervised by:</u>	Farmers Market 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 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

- Assisting market manager with preparing for the market day
- Keeping market inventory updated
- Assisting with market reports that are weekly, monthly, and quarterly.
- Developing content for weekly social media posts
- Working together with market manager to plan and expand markets.
- Setting up market booths and equipment on market days.
- Oversees market informational booth which includes explaining EBT, Market Match and other programs.
- Administers CalFresh EBT and Market Match transactions for market customers.
- Assist market manager as needed with communication about program operations and other updates to vendors, partners, and other stakeholders as needed
- Maintains relationships with current vendors and builds new relationships with small businesses to expand the market
- Together with the market manager, serves as a brand ambassador for promotion of the markets
- Support market manager with special projects that involve economic opportunities for vendors
- Meets with manager to 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.
- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, and use hands and fingers to operate a computer, count money and vouchers, and reach, stoop, or kneel to collect materials or set up the workspace
- Most work will take place outside, potentially in rainy, hot, or cold weather conditions
- May perform related duties as assigned by management
- Work week of Tuesday – Saturday but may fluctuate depending on week or season. Hours may also fluctuate.



Desired Skills & Characteristics:

- 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
- Native resident of East Los Angeles
- Spanish proficiency (verbal and written) required
- Bachelor's degree from an accredited four-year college or university in Business, Psychology, Communications (preferred) or equivalent work experience Current college students highly recommended

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 accommodation 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.

