



## **Mobile Market Associate**

At Shalom Farms we believe everyone deserves access to healthy food. We are a Richmond, VA based nonprofit working together to build healthy communities by growing and sharing healthy food. The food we grow is distributed through our network of programs and partnerships in communities where access to healthy food is limited. As a team, we are passionate about addressing the complex nature of food access issues, committed to being anti-racist and to understanding the systemic causes of injustice, and dedicated to bringing about meaningful change.

We are seeking a Mobile Market Associate to help support and expand our healthy food distribution across Richmond. This position is an integral part of the Programs team and reports to the Network Engagement Director. The Mobile Market Associate will independently manage several Mobile Markets each week throughout the City of Richmond, including supervising all onsite activities with the support of interns and volunteers, setting up a tidy and aesthetically appealing market, managing point of sale and customer service, keeping baskets stocked, and ensuring shoppers have a dignified shopping experience. Other duties may include occasional picking up from local farms, some packing responsibilities, local retail deliveries, and other activities supporting a variety of distribution programs.

### **SCHEDULE**

This is a 30 hour per week, seasonal position that runs April through December. Standard weekly schedule will be Monday through Friday afternoons and early evenings, occasional weekday mornings, and 1-2 Saturday mornings per month. Candidates must be available to work afternoons, early evenings and some Saturdays.

### **KEY AREAS OF RESPONSIBILITY**

#### **Mobile Market Management (75%)**

Manage on-site operations of up to six Mobile Markets each week

#### **Transportation (10%)**

Produce pickups and deliveries

#### **Shopper Data (5%)**

Assist with annual Mobile Market data and customer surveys

#### **Other (10%)**

Supervisor check-ins, staff meetings, and other assignments as necessary

### **Details**

#### **Mobile Market Management (75%)**

- Coordinate on-site operations of assigned Mobile Markets, including timely set up, accurate pricing and inventory management, aesthetically pleasing display, and friendly customer service
- Assist with packing and organizing mobile market vehicle/s
- Set up and break down one to two markets each day, with volunteer assistance
- Provide on-site supervision of interns/volunteers, including delegating tasks, maintaining good communication, helping problem solve, and remaining calm under pressure
- Operate cash register and accurately record sales in POS system
- Ensure equitable treatment of all shoppers by managing inventory and ensuring fair pricing
- Provide excellent customer service and aim that all customers have positive shopping experience
- Cultivate and oversee a safe environment for staff, volunteers, and shoppers

#### **Transportation (10%)**

- Produce pickup from our Powhatan Farm and dropoff at our Northside Farm
- In-town produce deliveries to Nutrition Distribution Partners (as needed), Healthy Retail partners, and Produce Rx partners

#### **Shopper Data (5%)**

- Assist with annual Mobile Market data and customer surveys
- Distribute and collect annual shopper surveys at end of season
- Enter paper surveys into digital platform

#### **Other (10%)**

- Meet weekly with the Network Engagement Director
- Attend Programs Team meetings and all-staff meetings
- Produce washing/sorting/packing, as assigned
- Other programs and farm work as needed and assigned

#### **QUALITIES**

- Strong interest in food justice and/or nonprofit direct service work
- Commitment to anti-racism and equity
- Flexible, creative, and solutions-oriented
- Positive attitude, willing and able to work independently and within a team environment
- Ability to multitask
- Willingness to work hard in difficult weather conditions
- Strong interpersonal and communication skills, including under stressful and/or busy conditions
- Ability to delegate tasks and manage volunteers

#### **Must Have**

- Able to regularly and repeatedly lift 40 pounds
- Conversational Spanish language skills
- A clean driving record and comfortable driving a box truck and sprinter van (training provided)
- Attention to detail and highly organized

**Nice to Have**

- Fluent Spanish language skills
- Experience working or volunteering in diverse community-based settings and with diverse groups, including ability to reach across racial, ethnic, generational, socioeconomic, rural/urban, and religious lines
- Supervisory/management experience
- Experience working and/or living in and with communities experiencing food insecurity

**COMPENSATION**

This is a part-time, 32 hour per week, seasonal position that runs mid-April through mid-December, paying \$17/hour and lots of produce! Paid leave and paid holidays are provided.

**TO APPLY**

To apply for this position, please send (brief) cover letter, resume, and 2-3 references via email (with “Mobile Market Associate” in the subject line) to [info@shalomfarms.org](mailto:info@shalomfarms.org).

Applications accepted on a rolling basis until the position is filled.

**For more information please visit [shalomfarms.org](http://shalomfarms.org)**