



## **Mobile Market Coordinator**

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.

The Mobile Market Coordinator coordinates our healthy food distribution across Richmond. This position is an integral part of the distribution, network, and engagement team and reports to the Network Engagement Director. The Mobile Market Coordinator independently coordinates our mobile markets each week throughout the City of Richmond, including supervising all onsite activities with the support of interns and volunteers, managing point of sale and customer service, and ensuring shoppers have a dignified shopping experience. Other duties include produce pick up from our Powhatan farm and other local farms, packing responsibilities, local retail deliveries, and other activities supporting our distribution programs. Because this is such an outward facing role, this person is especially responsible for co-creating and upholding a culture that prioritizes safety, inclusion, warmth, and humility. Priority will be given to candidates who speak fluent Spanish.

### **KEY AREAS OF RESPONSIBILITY**

#### **Mobile Market Management (70%)**

Manage operations and logistics of all mobile markets each week

#### **Transportation (15%)**

Produce pickups, wholesale deliveries, customer deliveries, vehicle fleet coordination

#### **Planning, Data management (10%)**

Daily and weekly planning for mobile markets, coordinating seasonal mobile market data and shopper surveys

#### **Other (5%)**

Supervisor check-ins, staff meetings, cross-departmental opportunities, and other duties as assigned

### **Details**

#### **Mobile Market Management (70%)**

- Manage on-site operations of mobile markets: timely setup and breakdown, accurate pricing options, inventory management, aesthetically pleasing displays, signage, shopper management
- With support from the Network Engagement Director, coordinate produce ordering from farms and other vendors, ensuring adequate supply to all mobile markets

- Pack and organize mobile market vehicle/s
- Provide on-site supervision of volunteers and interns, including delegating tasks, maintaining good communication, helping problem solve, and remaining calm under pressure
- Operate cash register and accurately record sales in POS system
- With the strategic support of the Network Engagement Director, execute regular and ongoing opportunities for customer/participant feedback, to support program evaluation efforts and community-informed programming
- 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 a safe environment for staff, volunteers, and shoppers
- Serve as primary point of contact for Mobile Market
- With the support of the Network Engagement Director, maintain relationships with mobile market site partner organizations

#### **Transportation (15%)**

- Coordinate weekly produce/product pick-up and delivery, from Powhatan farm and partner farms
- Appropriately park and organize mobile market vehicles at Northside farm
- In-town produce deliveries to Healthy Retail partners, Produce Rx (PRx) partners, and as necessary Nutrition Distribution Partners (NDP's)
- Ensure mobile market vehicles are cleaned every week and refueled as needed
- With the Network Engagement Director, adequately maintain mobile market vehicle fleet

#### **Planning, Data management (10%)**

- Assist with seasonal mobile market data and customer surveys
- Enter paper surveys into digital platform
- With the Network Engagement Director, analyze seasonal surveys
- With the Network Engagement Director and farm teams, maintain accurate record-keeping of MM leftovers to Nutrition Distribution Partners

#### **Other (5%)**

- Meet weekly with 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 in difficult weather conditions
- Strong interpersonal and communication skills, including under stressful and/or busy conditions
- Ability to delegate tasks and manage volunteers
- Detail oriented with excellent organizational skills

#### **Must Have**

- Some nonprofit experience, farmers market sales experience, or combination of both
- Able to regularly and repeatedly lift 50 pounds
- Conversational Spanish language skills
- A clean driving record and comfortable driving a box truck and sprinter van (training provided)

#### **Nice to Have**

- Bachelor's degree or one or more years of professional/lived experience in farmer's markets sales, social justice and/or similar fields preferred.
- 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 full-time, seasonal, 40 hour per week position with benefits, from April through mid-December, paying \$18.50/hour. Candidates will be paid bi-weekly based on an hourly wage of \$18.50 per hour, with their salary divided over the contract period. Provided both parties agree, there will be an option to review and renew this contract at the end of each year.

Paid Leave, paid holidays, and medical/dental benefits will be provided for the duration of the contract. And lots of farm produce!

Standard weekly schedule will be Monday through Friday, and some Saturday mornings.

#### **TO APPLY**

To apply for this position, please send (brief) cover letter, resume, and 2-3 references via email (with "Mobile Market Coordinator" 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)**