



## **Mobile Market Associate Job Description**

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 seek a Mobile Market Associate to support our healthy food distribution programs across Richmond. This position is an integral part of the Distribution Programs team and reports to the Distribution Programs 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 volunteers, setting up a tidy and aesthetically appealing market, managing point of sale and customer service, keeping produce items stocked, and ensuring shoppers have a dignified shopping experience. Other duties may include occasional pick up from local farms, some packing responsibilities, and other activities supporting a variety of distribution programs.

### **SCHEDULE**

This is a 35 hour per week, seasonal position that runs from mid-July through mid-December 2025. Standard weekly schedule will be Monday through Friday. Candidates must be available to work mornings, afternoons, and early evenings. Our mobile markets are rain or shine events in a variety of challenging central Virginia weather conditions.

### **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
- 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 (as needed)
- In-town produce deliveries to Nutrition Distribution Partners and Produce Rx partners (as needed)

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

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

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

- Meet bi-weekly with the Distribution Programs Director
- Attend monthly Distribution 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
- Willingness to work in varying/difficult weather conditions
- Strong interpersonal and communication skills, including under stressful and/or busy conditions
- Ability to multitask, delegate tasks, and supervise volunteers

### **Must Have**

- Able to regularly and repeatedly lift 40 pounds
- Conversational Spanish language skills
- A clean driving record and comfortable driving a 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 contexts
- Supervisory/management experience
- Experience working and/or living in and with communities experiencing food insecurity

**Compensation**

This is a seasonal, 35 hour/week position. Employment begins as soon as possible and ends December 12, 2025. The rate of pay is \$18.00/hour. Paid leave and paid holidays will be provided, along with lots of farm produce!

**To Apply**

To apply for this position, please send a cover letter, resume, and 2-3 references (with “Mobile Market Associate” in the subject line) to [hr@shalomfarms.org](mailto:hr@shalomfarms.org). Applications will be reviewed on a rolling basis until the position is filled.

For more information, feel free to email, visit our website [www.shalomfarms.org](http://www.shalomfarms.org), or find us on Facebook and Instagram (@shalomfarms).