



## **Program Associate - Distribution 2026 Season**

### **About Shalom Farms**

Shalom Farms is a nonprofit, food justice organization. We believe that everyone deserves equitable access to nourishing food and meaningful opportunities to grow, choose, cook and enjoy that food. On our two Certified Naturally Grown farms we work with thousands of volunteers each year to produce more than 150,000 pounds of fruits and vegetables, which we distribute throughout the Richmond, VA, metro region through a variety of programs and partnerships.

### **About the Position**

The Program Associate - Distribution supports our food distribution programming across Richmond. This position is an integral part of the Distribution Programs team and reports to the Distribution Director. With the support of the Distribution Lead, the Program Associate manages assigned weekly markets throughout the City of Richmond and at our Northside Farm. Responsibilities include driving the market vehicle, supervising all market activities with the support of volunteers, market set up and breakdown, managing point of sale and customer service, keeping produce items stocked, and ensuring shoppers have a dignified shopping experience. Other duties may include pick up from local farms, farm-based produce packing, and other activities supporting our organizational programs. This role works closely with the Distribution Lead, the Production Program Associate/s, and the Engagement Program Associate/s.

The Program Associate is responsible for co-creating and upholding a culture that prioritizes safety, inclusion, education, warmth and humility. This person will be expected to work collaboratively and communicate effectively across teams and departments. We are a dynamic organization with work that changes throughout the year, and as such this position's responsibilities will shift with the seasons and as needs arise.

### **Key Areas of Responsibility**

#### Market Management

Manage operations and logistics for assigned markets each week

#### Volunteer Management

Provide on-site supervision of market volunteers and interns

#### Transportation

Produce pickups, wholesale deliveries, shopper deliveries, vehicle maintenance

#### Planning & Data management

Daily/weekly planning for all markets, supporting data collection

#### Cross-Department Responsibilities

Production and Engagement team responsibilities, all staff meetings, supervisor check in's, and

other duties as assigned

## **Details**

### **Market Management**

- Manage on-site operations of assigned mobile markets: timely setup and breakdown, accurate pricing & labeling, inventory management, aesthetically pleasing displays, checkout management
- Provide on-site supervision of market volunteers and interns, including delegating tasks, maintaining good communication, helping problem solve
- Load, organize, unload assigned market vehicle/s
- Operate cash register and accurately record sales in POS system
- Reconcile cash register post-market/s
- Ensure equitable treatment of all shoppers by managing inventory and ensuring fair pricing
- Provide excellent customer service so that all customers have positive shopping experiences
- Cultivate a safe environment for staff, volunteers, and shoppers
- Supports the weekly on-site Northside farm market and CSA distribution packing
- With support from the Distribution Lead, maintain relationships with market site partner organizations
- With support from the Distribution Lead, execute regular and ongoing opportunities for shopper feedback, to support program evaluation efforts and community-informed programming
- Meet bi-weekly with the Distribution Lead

### **Volunteer Management**

- Manage and work alongside volunteers in the completion of daily market tasks
- Adapt or modify those tasks as needed in order to provide an accessible experience to all volunteers
- Participate in community building and gratitude for volunteers
- Collaborate with engagement team on effective volunteer management as well as programmatic changes that benefit markets
- Uphold Shalom's Community Values and participates in a culture that prioritizes safety, inclusion, education, warmth and humility
- Communicate with volunteers via text and email as necessary

### **Transportation**

- Co-coordinate weekly produce/product pick-up and delivery from Powhatan farm, and partner farms
- Produce deliveries to Produce Rx partners, wholesale partners, home deliveries, and Nutrition Distribution Partners (NDP's) as necessary
- Ensure market vehicles are cleaned every week and refueled as needed
- With support from the Distribution Lead, adequately maintain market vehicle fleet
- Appropriately park and organize market vehicles at Northside farm

### **Planning & Data Management**

- Assist with seasonal market data and shopper surveys
- Enter paper surveys into digital platform
- With support from the Distribution Lead, analyze seasonal surveys
- With support from the Distribution Lead and Production Lead, maintain accurate record-keeping of market leftovers to Nutrition Distribution Partners

## **Cross-Department Responsibilities**

- Attend all Distribution Team meetings and All-staff meetings
- Attend Production & Engagement Team meetings as necessary
- Availability to work both Shalom Farms events (Summer Open House and Fall Harvest Festival)
- Participate in farm production as needed - duties may include harvesting, washing and packing produce, and working alongside staff and volunteers to complete field work
- Other responsibilities and duties as 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
  - Enjoys meeting and working with new people
  - 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 30 to 50 pounds
- Conversational Spanish language skills
- A valid driver's license, clean driving record and comfortable driving a sprinter van (training provided)

## **Nice to Have**

- Bachelor's degree or one or more years of professional 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
- Experience working and/or living in and with communities experiencing food insecurity

## **Compensation**

This is a seasonal, contracted position with benefits and pay provided for the duration of the contract. Candidates will be paid semi-monthly based on an hourly wage of \$20.00 per hour. Provided both parties agree, there will be an option to review and renew this contract at the end of each year. If renewed, healthcare benefits will continue uninterrupted.

Paid leave, paid holidays, and medical/dental benefits will be provided for the duration of the contract. A vacation blackout for the months of July and August is required, but a paid full week off

in the summer is provided. Plus lots of free farm produce!

The proposed contract duration is 1440 hours from April 1 through December 11, with two days of required all-staff orientation the week of March 16. The standard weekly schedule will be Monday through Friday, some Saturday mornings, and occasional organization-wide events on evenings and weekends.

## **Hiring Process & Timeline**

Applications open when the position is posted, 12/4/25, and will remain open until the role is filled. Candidate screening begins as applications are received.

Qualified candidates will be contacted by email for two rounds of interviews.

- Applicants selected for a first-round phone interview will be notified by **January 9, 2026**, interviews will take place **January 12–16**.
- Candidates invited to a second-round, in-person interview will be notified by **January 23**, interviews will take place **January 26–30 and February 3–6**.

We aim to make an offer by **February 13, 2026**.

## **To Apply**

To apply for this position, please send (brief) cover letter, resume, and 2-3 references via email (with “Program Associate - Distribution” 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).