

ORGANIZATION: Sustainable Economic Enterprises of Los Angeles (SEE-LA)
TITLE: **Market Match Assistant** – *Market Match Program*
(Los Angeles based Office and Central Avenue Farmers' Market)
REPORTS TO: Manager, Benefits & Incentives Programs
COMPENSATION: \$14.00/hr
SCHEDULE: 12-13 hours weekly, Mondays or Tuesdays & Thursdays

BACKGROUND:

In 2011, SEE-LA implemented an Incentive Program for low-income shoppers at our markets, titled **Market Match**. The program provides CalFresh/EBT patrons with incentive funds for every dollar they spend at the market using their federal nutrition benefits. Since Market Match funds can only be spent on fresh produce, the program is effective at increasing the purchasing power of low-income residents so they can buy the fresh, local fruits and vegetables they need to stay healthy.

The **Market Match Site Assistant** works under the direction of the SEE-LA Manager of Benefits & Incentives Programs and the Market Managers to provide on-site and in office support for the implementation of the program and its continuing refinement and improvement.

QUALIFICATIONS:

- Conversational Spanish fluency essential for market site;
- Experience or knowledge of farmers' markets, food security and nutrition issues preferred;
- Familiarity with federal nutrition benefit programs including CalFresh/SNAP/EBT, Women Infants & Children (WIC), and Farmers' Market Nutrition Program (FMNP) a plus;
- Familiarity with the neighborhoods of South Los Angeles desired;
- Excellent interpersonal skills - comfortable working with diverse groups of people;
- Retail or market experience highly desired;
- Capable of working cooperatively with staff, volunteers, participants, etc.;
- Strong organizational skills and attention to detail;
- Experience with data collection desired;
- Ability to work outside, stand for up to 2 hours, and lift up to 25 lbs;
- Proficient with MS Office (particularly Excel).

DUTIES – SEE-LA OFFICE:

(MONDAYS or TUESDAYS, 10:00AM – 4:00PM)

- Review weekly Market Match scrip distribution numbers at our 6 Farmers' Markets, and plan and track weekly scrip production accordingly using Excel workbooks;
- Print, cut, and sort Market Match scrip for our 6 Farmer's Markets;
- Update Market Match participant rosters;
- Collate Market Match data as needed;
- Assist Benefits & Incentives Manager with development of community outreach materials as needed;

- Assist Benefits & Incentives Manager with research on local schools and community and grassroots organizations for support of program promotion.

DUTIES – FARMERS’ MARKETS, ON SITE:

CENTRAL AVENUE FARMERS’ MARKET (THURSDAYS 9:00AM – 3:30PM)

- Administer CalFresh/EBT and Market Match transactions for market customers;
- Explain and educate customers about Market Match program and where/how to apply for CalFresh benefits;
- Assist Market Manager(s) with communication about program operations and updates to customers;
- Assist surveys of Spanish/English bilingual customer base per grant evaluation requirements;
- Assist Market Manager(s) as needed with communication about program operations and updates to farmers/vendors;
- Assist Market Manager(s) with program outreach and promotion as needed;
- Assist Market Managers with Market end of day closeout procedures as needed.

SEE-LA is an Equal Opportunity Employer. Interested applicants, please email cover letter, resume & references to: employment@see-la.org (please use “Market Match Site Assistant” in your subject line.)