



December 2018

JOB ANNOUNCEMENT: MLK Campus Farmers' Market – Market Manager Part Time: Up to 25 Hours per Week

Sustainable Economic Enterprises of Los Angeles is the largest mission-driven operator of farmers' markets in Southern California and a leader in improving food access and nutrition education. SEE-LA is seeking a dynamic individual to manage the operation of the MLK Campus Farmers' Market, on Wednesdays from 9am-2pm, located at 1670 E. 120th St. Los Angeles, CA 90059, established in 2017. The Market Manager communicates directly with community members and organizations, farmers, volunteers, SEE-LA site managers, elected officials, MLK Outpatient Center staff, and other stakeholders of the farmers' market for the operation and promotion of the Market, as well as Market activities and programs. The MLK Campus Farmers' Market Manager reports to SEE-LA's Senior Manager, Farmers' Markets.

Qualifications:

- Experience or interest in Certified Farmers' Markets, health and wellness, nutrition, food assistance programs and community outreach and organizing.
- Experience working collaboratively with a wide variety of individuals, businesses & organizations.
- Ability to communicate effectively with farmers, vendors, government inspectors, market partners, community members, elected officials, and other stakeholders.
- Computer literacy (MS Office Suite, internet applications, email marketing & social media)
- Comfortable handling cash and adept at basic math skills.
- Must be able to work Wednesdays and have a flexible work schedule.
- Fluency in Spanish preferred.
- Direct connection to the Watts/Willowbrook neighborhood strongly preferred.

Responsibilities

MLK Campus Farmers' Market: Wednesdays 7:00am-4:00pm

- Responsible for oversight of the physical set-up and take-down of market.
- Responsible for assigning vendor spaces, enforcing market rules and other pertinent laws and regulations.
- Collect and confirm vendor fees and load lists.
- Ensure all vendors and market site are in compliance with all applicable laws and regulations.
- Interface with community, customers, vendors, MLK Outpatient staff, market stakeholders in a professional manner.
- Process CalFresh/EBT/WIC & Market Match transactions, per guidelines of programs.
- Able to handle emergencies, complaints, and requests from vendors, customers, community members, and a variety of market stakeholders and partners.
- Day of coordination for market events, as needed.
- Ability to lift/carry 30 lbs.

SEE-LA Office: 2 Weekdays (8:30am-5:00pm)

- Prepare weekly Market Day Sales Reports.
- Establish annual goals for the market.
- Oversee market budget.
- Contact vendors, maintain vendor files and other administrative tasks as needed.
- Work with SEE-LA management and administrative staff to secure all necessary permits for operation of certified farmers' market.
- Develop monthly promotional materials and update marketing packet.
- Promote the health and wellness of the market within the community including presentations to schools, housing developments, churches, and other organizations.
- Coordinate monthly events to be held at the market.
- Recruit vendors and products based on the needs of the community and feedback from MLK Outpatient Center partners.
- Interface with community leaders, elected officials, and other farmers' market stakeholders.
- Coordinate institutional buying including invoicing and purchasing if necessary.
- Attend community health fairs and support other health initiatives in the community as needed.
- Maintain Market Match program logs and update regularly.
- Attend SEE-LA staff meetings and trainings as required.
- May perform related duties as assigned by management.

DISCLAIMER: The above is intended to describe the general contents and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Application Instructions:

Please submit cover letter and resume via email to: employment@see-la.org (Subject Line: MLK Campus Farmers' Market Manager). Email submissions only. No phone calls or faxes will be accepted.

Salary range dependent upon experience. Opportunity is open until filled.

SEE-LA is an equal opportunity employer.