

ORGANIZATION: Sustainable Economic Enterprises of Los Angeles (SEE-LA)
TITLE: Market Match Assistant – *Market Match Program*
(DTLA Office and MLK Campus Farmers’ Market)
REPORTS TO: Manager, Benefits & Incentives Programs
COMPENSATION: \$14.00/hr
SCHEDULE: Monday OR Tuesday, 10:00am-5:00pm; Wednesdays 8:30am-2:00pm

BACKGROUND:

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

QUALIFICATIONS:

- Bilingual English/Spanish desired;
- Experience or knowledge of farmers’ markets, food security and nutrition issues preferred;
- Familiarity with federal nutrition benefit programs including CalFresh/EBT, Women Infants & Children (WIC), and Farmers’ Market Nutrition Program (FMNP) a plus;
- Familiarity with the communities of Watts/Willowbrook;
- Excellent interpersonal skills - comfortable working with diverse groups of people;
- Retail or market experience highly desired;
- Strong organizational skills and attention to detail;
- Ability to work outside, stand for up to 2 hours, and lift up to 25 lbs;
- Proficient computer skills (MS Office).

DUTIES – SEE-LA OFFICE:

- Review weekly Market Match scrip distribution numbers at our 6 Farmers’ Markets, and plan and track weekly scrip production accordingly;
- Print, cut, and sort Market Match scrip for our 6 Farmer’s Markets;
- Update Market Match participant rosters and program data;

DUTIES – FARMERS’ MARKETS, ON SITE

- Organize and set up Market Match materials including EBT dollars, Market Match scrip, promo flyers and rosters before start of market.
- Administer CalFresh/EBT and Market Match transactions for market customers with VeriFone device (or manually as needed);
- Accurately log all Market Match CalFresh/EBT transactions in participant roster.
- Engage all Market Match customers with a welcoming attitude, fairness, and courtesy while maintaining confidentiality.
- Be proactive in reporting any emergencies or customer issues immediately to Market Manager(s) and Manager of Benefits & Incentives Program.
- Educate customers about Market Match program and other SEE-LA markets.
- Occasionally refer customers to appropriate apps, sites, or phone numbers to apply for or gain more info about CalFresh benefits or other food assistance programs;
- Assist Market Manager(s) with communication about program operations, including weekly scrip colors, and updates to customers and vendors;
- Participate in monthly check-ins with Manager of Benefits & Incentives Program.
- Print close out report, organize, and turn in all Market Match materials to Market Manager(s) promptly at closing.