



Sustainable Economic Enterprises of Los Angeles

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EMPLOYMENT OPPORTUNITY

ATWATER VILLAGE FARMERS' MARKET MANAGER

TITLE: Atwater Village Farmers' Market Manager

STATUS: Part-time Non-Exempt

COMPENSATION: \$18.00/hr

REPORTS TO: Senior Manager, Farmers' Market Operations

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 **part-time Farmers' Market Manager** to manage the operation of the **Atwater Village Farmers' Market** located in the Public Parking Lot 646 at 3528 Larga Avenue, open every Sunday 9AM-2PM. Under the direction of SEE-LA's Senior Manager, Farmers' Market Operations, the Farmers' Market Manager is responsible for the overall operation of the market, recruitment and retention of farmers/vendors, communications with community organizations, market vendors, volunteers and other SEE-LA managers/staff, organization of market activities and programs. This position requires working Sundays at the market (7:30 AM - 4 PM) and two (2), eight (8) hour office days.

Qualifications:

- Experience or interest in Certified Farmers' Markets, nutrition, food assistance programs and community outreach
- Experience working collaboratively and communicate effectively with a wide variety of individuals, businesses, and organizations
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- Computer literacy (MS Office Suite, internet applications, email marketing, social media)
- Positive and cooperative attitude required
- Comfortable handling cash with, basic accounting skills
- Must be able to work Sundays and have a flexible work schedule
- Highly organized and detail oriented
- Excellent written and verbal communication skills
- Bi-lingual (English/Spanish) preferred

Responsibilities:

Atwater Village Farmers' Market – Sundays (7:30am – 4:00pm)

- Responsible for oversight of the physical set-up and take-down of market, including market events, as needed
- Responsible for assigning vendor spaces, enforcing market rules and other pertinent laws and regulations
- Effectively facilitate vendor check out
- Ensure all vendors and market site are in compliance with all applicable laws and regulations
- Interface with community, customers and vendors in a professional manner

- Process CalFresh/EBT/WIC & Market Match transactions, per guidelines of programs
- Resolve emergencies, complaints, and requests from vendors, customers and community partners
- Ability to lift/carry 30 lbs.

SEE-LA Office – Two Weekdays

- Manage weekly market accounting and reconciling:
 - Process all load lists from the previous market day
 - Reconcile and submit all forms of payment including cash, check, EBT, Market Match, and WIC
 - Complete weekly market day sales reports
 - Organize and replenish EBT / Market Match supplies
- Communicate with vendors and market stakeholders regarding market policies, activities, and rules
- Maintain vendor files and other administrative tasks as needed
- Work with SEE-LA's Manager, Farmers' Market Operations to secure all necessary permits for operation of a Certified Farmers' Market
- Collaborate with state and federal agencies to ensure vendor compliance as needed
- Develop digital and print promotional materials
- Promote the farmers' market within the community, including presentations to schools, local businesses, churches, and other community-based organizations.
- Coordinate community events to be held at the market such as book signings, food demos, etc.
- Interface with community leaders, elected officials, and community stakeholders
- Attend SEE-LA staff meetings Tuesday afternoons and trainings as required
- Organize and attend farm, kitchen and studio visits as needed

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: Atwater Village FM Market Manager)

Email submissions only. No phone calls or faxes will be accepted.

Opportunity is open until filled.

SEE-LA is an equal opportunity employer.