



1125 W 6th Street Suite 500 ♦ Los Angeles CA 90017 ♦ TEL (323)463-3171 ♦ FAX (323)463-1062 ♦ www.seela.org

TITLE: Market Match Assistant
REPORTS TO: Senior Manager, Farmers' Market Programs
LOCATION: Hollywood Farmers' Market
COMPENSATION: \$16-\$18/hour DOE
SCHEDULE: 7:30am-1:00pm, Sundays

ORGANIZATION SUMMARY:

Sustainable Economic Enterprises of Los Angeles (SEE-LA) is the largest mission-driven operator of farmers' markets in Southern California and a leader in improving food access and nutrition education. Our programs include:

- Farmers' markets: Atwater Village, Central Avenue, Crenshaw, Echo Park, and Hollywood.
- Benefits and Incentives Program that ensures that our markets serve as a venue for WIC and CalFresh redemption, partners with organizations to advocate for equitable food access, and manages voucher systems which provide extra cash for healthy food.
- [Bring the Farmer to Your School](#) program, in which local California farmers have provided engaging sessions about local agriculture to children at Title I schools for over 15 years.
- [Pompea Smith Good Cooking Buena Cocina Nutrition Education Program](#), which offers hundreds of nutrition education and cooking demonstrations across South LA each year.

BACKGROUND:

The Market Match Assistant works under the direction of the Senior Manager, Farmers' Market Programs to assist in on-site operation of the Benefit and Incentives, Market Match program at the Hollywood Farmers' Market. Market Match helps make fresh, locally grown produce more affordable for the low-income customers we serve by providing a dollar-for-dollar "match" in the form of vouchers when they shop at our farmers' markets. We have implemented Market Match and other nutrition incentives programs for over 10 years, and proudly offer these programs at all our farmers' markets.

DUTIES:

- Administer CalFresh EBT and Market Match transactions for market customers.
- Educate customers about the Market Match program and where to apply for CalFresh benefits.
- Direct customers to vendors accepting WIC benefits as needed.
- Assist with communicating important program and community updates to customers.
- Assist with annual surveys of customer base per grant evaluation requirements.

- Assist Market Manager(s) as needed with communication about program operations and updates to farmers/vendors on market day.
- Assist the Benefit and Incentives Program Associate with program outreach and promotion as needed.
- Attend quarterly, virtual team meetings.

REQUIRED SKILLS AND EXPERIENCE:

- Familiarity with federal nutrition benefit programs including CalFresh/SNAP/EBT, and Women Infants & Children (WIC) programs.
- Excellent interpersonal communication skills - comfortable communicating with the public.
- Retail, customer service, or farmers' market experience.
- Strong organizational skills and attention to detail.
- Experience using the basic functions of Excel and Windows.

DESIRED SKILLS AND EXPERIENCE:

- Bilingual English/Spanish skills.
- Experience working on or knowledge of food security or food justice issues.
- Experience with data collection.
- Introductory level knowledge of Excel.

PHYSICAL DEMAND AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard, reach, stoop, and kneel. Work will take place outside in rainy, hot, or cold weather conditions, which may occasionally require standing for up to 2 hours, or lifting up to 25 lbs. 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.

SEE-LA is an Equal Opportunity Employer.

[Application Instructions:](#)

Please submit resume via email to: employment@see-la.org (Subject Line: Benefit & Incentives – HFM Market Match Assistant)