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**TITLE:** Program Associate, Seasoned Accelerator  
**STATUS:** Part-Time, Non-Exempt, Temporary (Nov 2021 – Sept 2022)  
**REPORTS TO:** Senior Manager, Farmers’ Market Programs  
**LOCATION:** Telecommuting  
**COMPENSATION:** \$18-22/hour DOE  
**SCHEDULE:** 20 hours/week, Mon-Fri

**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, 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 food access, and manages voucher programs including Market Match, which provide extra cash for healthy food purchases in our farmers’ markets.
- [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.

**PROGRAM SUMMARY:**

Supported by federal U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant (CBDG) and HUD Section 4 Capacity Building for Community Development and Affordable Housing Program and Wells Fargo community initiative funds, the Seasoned Accelerator works with a cohort of food entrepreneurs selected from our network of farmers’ markets and community partners to provide comprehensive services that create and maintain quality food-sector jobs and support business growth and sustainability. Direct services include case management, and linkage to resources, educational webinars, networking events, and business and marketing support provided by our team of consultants and overseen by the Senior Manager, Farmers’ Market Programs and Program Coordinator.

**POSITION DESCRIPTION:**

Under the supervision of the Senior Manager, Farmers’ Market Programs, and in collaboration with the Program Coordinator, the Program Associate will support with program logistics and in the delivery of direct services for the Accelerator’s participants. This position will assist the Program Coordinator with outreach and recruitment, take the lead in event scheduling and calendar management, maintain participant and program files, assist in the creation of printed and digital program promotion materials, and maintain other program assets such as photo archives and Webinar recording libraries.

## **DUTIES**

- Assist with recruitment of participants at virtual and in-person outreach events.
- Assist with document collection and communications during program intake.
- Assist Program Coordinator with file maintenance, helping to ensure that all documents are current and in compliance with funder requirements.
- Support with data collection by attending all webinars and assisting in the development of post-webinar questionnaires.
- Attend regular meetings with Program Coordinator and Program Manager.
- Maintain program invite, RSVP, and calendar system.
- Establish a communications calendar to track newsletters and social media campaigns.
- Maintain program resource list which includes grant opportunities and events that support the local business community.
- Assist with drafting copy, flyers, social media posts, and announcements.
- Communicate with the cohort about upcoming appointments and tasks.
- Send out program paperwork to participants and assist them with completing surveys when needed.

## **REQUIRED SKILLS AND EXPERIENCE:**

- Prior experience with administrative work including maintenance of files and gathering confidential information.
- Working knowledge of Office programs including Word and Excel.
- Working knowledge of Canva.
- Familiarity with Google Suite.
- Social Media experience.
- Able to work independently, in a telecommuting environment.
- Strong attention to detail.

## **DESIRED SKILLS AND EXPERIENCE:**

- Prior experience with surveys and data collection.
- Interest in food systems and food entrepreneurship,
- Prior experience working with food and beverage businesses.
- Bilingual or multilingual skills.

## **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 reach, stoop, or kneel to collect materials or set up the workspace.

## **DISCLAIMER:**

May perform related duties as assigned by management. 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.