



Sustainable Economic Enterprises of Los Angeles

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

---

## EMPLOYMENT OPPORTUNITY

<b>TITLE:</b>	Administrative Assistant, Hollywood Farmers' Market
<b>STATUS:</b>	Part-time, non-exempt (hourly)
<b>REPORTS TO:</b>	Manager, Farmers' Market Operations
<b>LOCATION:</b>	Hybrid: On-Site at Farmers' Markets and Office (two days / week)
<b>COMPENSATION:</b>	\$16 - \$18/hour
<b>BENEFITS:</b>	48 – 72 hours PTO / year, 403b retirement plan
<b>SCHEDULE:</b>	24 hours/week, must be able to work Sundays, 6 AM – 3:00 PM and Mondays and Tuesdays during office hours

### **About SEE-LA**

Founded in 1996, Sustainable Economic Enterprises of Los Angeles (SEE-LA) is a leading Southern California nonprofit organization, connecting people to healthy food, promoting economic development, and building sustainable food systems. We operate the largest network of mission-driven farmers' markets in Los Angeles as well as programs that provide nutrition education, food access, and opportunities for small regional farms and local food businesses to thrive.

Our programs include:

- Operating a network of community-based certified farmers' markets in Los Angeles.
- Piloting and championing programs that stretch public nutrition benefits for the purchase of fresh, nutrient-rich food.
- Providing extensive nutrition education programs to low-income families and to children in underserved schools.
- Coordinating food relief for local families struggling with food insecurity.

### **Summary of Responsibilities**

SEE-LA is seeking a part-time assistant to provide on-site and administrative support to the Hollywood Farmers' Market. The Hollywood Farmers' Market is SEE-LA's oldest and largest market and operates every Sunday from 8:00 AM to 1:00 PM. This position requires working Sundays at the market (6:30 AM - 3 PM) and office hours on Mondays and Tuesdays.

### **Hollywood Farmers' Market (Sundays 6:00 AM – 3:00 PM)**

- Support Manager, Hollywood Farmers' Market with the tasks related to the on-site operation of the Hollywood Farmers' Market which include, but are not limited to:
  - Physical set-up and take-down of the Information Booth
  - Gather and organize market supplies
  - Assist vendors with proper placement in stalls
  - Enforce SEE-LA rules and other pertinent Regional, State, and Federal laws and regulations (Direct Marketing, California Retail Food Code, etc.)
  - Communicate market policies, activities, and rules to all vendors
  - Resolve emergencies, complaints, and requests from vendors, customers and community partners

- Assist with proper vendor placement in stalls
- Maintain market grounds and assure the market site is clean once the market is closed and vendors have left
- Distribute Load Lists, market memos, and other market correspondence to market vendors
- Maintain market supply inventory and organizing market storage space
- Effectively facilitate vendor check out
- Provide support for special events such as food demonstrations, cultural celebrations, book signings, etc.
- Operate information booth
- Sell market / SEE-LA merchandise periodically

**Office (Mondays and Tuesdays during office hours)**

- Manage weekly market accounting and reconciling (in office required):
  - 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 and redemption reports.
  - Organize and replenish EBT / Market Match supplies.
  - Create and prepare Market Money as needed
- Generate supply requests as needed and renew market supplies and organize items for upcoming market
- Prepare monthly market files
- Coordinate preparation and pick up parking validation tickets at the Arlight
- Research seasonal recipes for newsletter, information booth handouts, and social media as needed
- Prepare monthly Market Scrip for Volunteer Programs

**REQUIRED SKILLS AND EXPERIENCE:**

- Experience or interest in farmers’ markets, health and wellness, nutrition, food assistance programs, and community outreach.
- Experience working collaboratively with and ability to community effectively with a wide variety of individuals, businesses, and organizations.
- Computer literacy (Microsoft Office Suite, internet applications, email marketing, and social media)
- Comfortable handling cash
- Highly organized and detail oriented.
- Available Sundays, Mondays, and Tuesdays.

**DESIRED SKILLS AND EXPERIENCE:**

- Fluency in Spanish
- Familiarity with the Hollywood Farmers’ Market or Hollywood community
- Experience working with underserved, low-income communities with awareness and integrity.

**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 to install computer equipment. Most work will take place indoors, but some work will take place outside in rainy, hot, or cold weather conditions.

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](mailto:employment@see-la.org) with the subject line: Administrative Assistant, Hollywood Farmers' Market Application [Your Name].

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

SEE-LA is an equal opportunity employer. SEE-LA makes hiring decisions without regard to race, color, sex, religion, sexual orientation, gender identity or gender expression, national origin, age, veteran status, disability, or any other category protected by law. We are committed to hiring and retaining a diverse workforce and strongly encourage applications from all qualified applicants, including those who belong to groups that have been historically underrepresented.

*Opportunity is open until filled.*