



Sustainable Economic Enterprises of Los Angeles

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**TITLE:** Hollywood Farmers' Market Coordinator I

**STATUS:** Part-time; Non-Exempt; Hourly

**REPORTS TO:** Manager, Hollywood Farmers' Market

**LOCATION:** Hybrid: Hollywood Farmers' Market (Sundays), SEE-LA Office, Telecommuting

**COMPENSATION:** \$22 – 26/hour, 28 hours / week

**SCHEDULE:** 28.5 hours/week, flexible schedule, must be able to work Sundays, 6:30 AM – 3 PM

**BENEFIT:** 48-72 hours PTO / year, 403b retirement plan

### **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.

The **Hollywood Farmers' Market Coordinator I** serves as the primary support to the Manager, Hollywood Farmers' Market in planning and operating all aspects of the Hollywood Farmers' Market. This position requires working Sundays at the market (6:30 AM - 3 PM) and two (2) eight (8) hour office days: preferably Mondays & Tuesdays, and one (1) four (4) hour office day on Friday.

### **Hollywood Farmers' Market, Sundays 6:30 AM - 3 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:
  - Ensure accurate and safe set-up and breakdown of the market
  - Assist vendors with stall placement
  - 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
  - Respond to emergencies, complaints, and requests from vendors, customers, and community partners
  - Maintain market site in a safe manner
  - Operate information / retail booth as needed

- Distribute Load Lists, market memos, and other market correspondence to market vendors
- Maintain market supply inventory, gather and organize supplies
- Set up market retail display and sell retail items
- Effectively facilitate vendor check out
- Update social media (Instagram feed and stories, Facebook, Twitter) with relevant market news, vendor updates, seasonal finds, etc.
- Provide support for special events such as food demonstrations, cultural celebrations, book signings, etc.
- Participate in team meetings
- Assure the market site is clean once the market is closed and vendors have left
- Function as Market Manager during the Manager's break or days off

**Office, 2.5 days: Mondays, Tuesdays, Fridays**

- Lead administrative tasks including but not limited to:
  - Work with Manager, Hollywood Farmers' Market to secure necessary permits for the operation of a Certified Farmers' Market and Community Event
  - Coordinate market supply purchasing with Manager, Hollywood Farmers' Market
  - Maintain Hollywood Farmers' Market vendor files and vendor management database ManageMyMarket, secure vendor paperwork
  - Coordinate market reconciliation with, and support with the supervision of, the Admin / Reconciliation Assistant and support reconciliation as needed including processing vendor load lists, preparing market deposit, entering load lists into ManageMyMarket
  - Work with Bookkeeper to track vendor credits and balances, prepare and distribute vendor invoices and credit memos
  - Draft and send vendor memos and other correspondence including market policies, activities, and rules
  - Finalize market maps, update day file, pack for market
  - Organize and attend farm, kitchen and studio visits as needed
  
- Work with Hollywood Market Manager to promote the health and growth of the market:
  - Provide creative, promotional, programmatic, and organizational support for the market's community engagement space: *Community on Cosmo*, and center spotlight activities, such as: food demonstrations, cultural celebrations, book signings, market activations, etc.
  - Manage Community on Cosmo email address and vendor paperwork
  - Draft, design, and distribute marketing material, including but not limited to: market newsletter, flyers, posters, etc.
  - Create invites for special market events (i.e. chef demos, book signings, activations, etc.)
  - Informed by SEE-LA's brand guide, develop original content for social media posts, including but not limited to: Instagram feed and stories, Facebook posts and events, Twitter, etc.
  - Support with community engagement on social media including, reviewing and responding to direct messages and comments.

- Arrange and attend community meetings with local leaders, elected officials, community members, and other stakeholders
- Support the development and implementation of programs per the Manager, Hollywood Farmers' Market
- Attend regular meetings including, but not limited to:
  - Weekly supervision meetings with Hollywood Farmers' Market Manager
  - Farmers' Market Program Team Meetings + Trainings twice / month
  - Monthly SEE-LA staff meetings
  - Other meetings and trainings as required
- Participate in internal working groups and other collaborative activities as time permits
- Fundraise on behalf of SEE-LA

**REQUIRED SKILLS AND EXPERIENCE:**

- A minimum of one (1) years of relevant professional experience.
- Experience managing multiple tasks and working with competing deadlines.
- Can work independently, organized and detail-oriented.
- Working knowledge of Microsoft Office, Zoom, Social Media apps and other technology platforms.
- Effective problem solving skills, ability to remain calm + think critically in high pressure situations.
- Comfortable handling cash.
- Must be able to work Sundays.

**DESIRED SKILLS AND EXPERIENCE:**

- Multilingual; particularly Spanish proficiency.
- Experience working with small-business owners or at farmers' markets / community events.
- Experience supporting communications and community outreach strategies.
- Experience working in community food systems especially those within the Hollywood / LA area.
- Experience working at a Certified Farmers' Market (vendor, management, staff, etc)
- Experience working with underserved, low-income communities with awareness and integrity.
- Knowledge of standards and compliance and other protocol related to the Department of Agriculture, Department of Public Health and other local, state and federal agencies.

**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: Hollywood FM Associate Manager 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.*