



EMPLOYMENT OPPORTUNITY

TITLE: Order Aggregation Associate - *eat!* Digital Platform

STATUS: Non-Exempt; Full-time

REPORTS TO: Program Manager, *eat!* Digital Platform

LOCATION: On-Site at Farmers' Markets

COMPENSATION: Starting at \$20/hour + Benefits (see below)

SCHEDULE: 40 hours a week, 8-hour shifts, WED-SUN (during farmers market hours, shifts may vary, and some days will consist of morning and evening shifts)

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.

POSITION DESCRIPTION:

SEE-LA is launching the SEE-LA Farmers' Market Platform *eat!* at our six (soon to be eight) Certified Farmers' Markets. The Platform, funded by the USDA Farmers' Market Promotion Program and Healthy Food Financing Initiative, will allow for wholesale and retail pre-order sales and delivery from SEE-LA's markets. The program leverages existing market infrastructure to expand direct producer-to-consumer sales for independent farms and ranches. The Aggregation Associate will be responsible for assisting the Program Manager and working with our technology partners to test the functionality of, pilot, and launch the platform at all SEE-LA farmers' markets.

This position is funded for one year through a Healthy Food Financing Initiative grant. We hope to be able to continue this position once grant funding is ended, but employment after one year cannot be guaranteed.

RESPONSIBILITIES

- Receive and organize orders from vendors and support the platform developer with managing, fulfilling, and maintaining order aggregation and delivery services for the platform at SEE-LA's Farmers' Markets, and provide feedback on aggregation process to platform developer and Program Manager.
- Develop an expertise in the functionality of SEE-LA's digital platform to help customers and vendors trouble shoot issues when needed.



- Promote platform in person to vendors and customers at SEE-LA's Farmers' Markets.
- Capture photos and video for Social Media (Instagram feed, stories, TikTok, etc.) based on provided guidelines.

REQUIRED SKILLS AND EXPERIENCE:

- A minimum of (1) years of relevant experience, preferably in an order fulfillment role.
- A working knowledge of online food retail operations, experience working with small-business owners, and/or past experience owning a small business utilizing online sales technologies.
- Proficiency with social media and other technology platforms.
- Experience managing multiple tasks in an organized and detailed manner, and working on a team or independently when needed

DESIRED SKILLS AND EXPERIENCE:

- Multilingual; Spanish proficiency strongly preferred.
- Experience fulfilling, packing and delivering orders.
- Experience working in community food systems especially those within the Los Angeles area.
- Experience working with underserved, low-income communities with awareness and integrity.
- Experience conducting or assisting with surveys and assessments.

Compensation & Benefits

- Employer covered Health, Dental, and Vision Insurance Coverage upon completion of 90-day probationary period
- 160 hrs Paid Time Off / year for first two years (increases year 3) plus 14.5 Holidays
- Employee Assistance Program
- Option for 403b Retirement Plan,

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 tablet and telephone keyboard, stoop kneel to squat to lift boxes, set up tents, tables and other equipment (must be able to lift up to 25lbs). Most work will take place outside, sometimes 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, fax or mail to:

E-mail: employment@see-la.org (Subject Line: eat! SEE-LA Order Aggregation Associate)