POSITION ANNOUNCEMENT

Fresh Access On-Site Coordinator
(Part Time Seasonal position, non-exempt status)

Just Harvest is an equal opportunity employer that values diversity of all kinds. We encourage candidates from all backgrounds to apply for this opportunity. It is our policy to ensure that all individuals are treated equally without regard to race, age, color, disability, gender or gender identity/expression, marital status, national origin, religion, sexual orientation, or veteran status, and that all are given every opportunity to succeed.

Organizational Mission

Just Harvest works to promote a just system of food access by addressing the root causes of hunger – systemic poverty and inequity – through policy advocacy, grassroots organizing, community-based solutions, and connecting people to benefits.

Vision Statement

We envision Allegheny County and beyond as a place where no one goes hungry or lacks access to healthy food, and everybody, regardless of their identity or background, has the resources they need to thrive. We envision a government that is responsive to the basic needs of its people, prioritizes the well-being of people and communities over corporations and the wealthy, and ensures that the voices and perspectives of historically marginalized groups serve as the foundation for public policy. We envision communities whose members can all live in dignity, and who are empowered with the rights and opportunities that democracy and equity require.

Job Title: Fresh Access On-site Coordinator
Job Status: Non-Exempt, Part-Time Seasonal
Reports to: Fresh Access Program Manager
Positions Supervised: Volunteers

Position Summary

Assists with operations of the Just Harvest project to accept electronic transactions at Farmers Markets, including direct contact with customers, relationships with market officials and farmers/vendors, community outreach about the project, and back-office recordkeeping and data collection.
Essential Functions

• Demonstrate and reflect the mission and values of Just Harvest.

• Broaden public understanding of Just Harvest’s anti-hunger and anti-poverty mission through community education programs, media outreach, and publication.

• Acquires knowledge of the public policies that impact JH mission.

• Build public relationships with key coalition allies, clients, and constituencies. • Manages daily set up, operation, and breakdown of on-site electronic purchase system at participating Farmers Markets.

• Communicates with farmers/vendors about policies and procedures for electronic market transactions.

• Tracks and analyzes electronic purchase data.

• Assists with marketing and outreach activities to promote Food Stamps at Farmers Markets project.

• Serves as Just Harvest liaison to farmer market managers.

• Assists Just Harvest with related sustainable food systems issues and initiatives. • Represent Just Harvest to the media and public as needed.

• Participate in Just Harvest staff meetings.

• Complete other duties as assigned.

Knowledge, Skills & Abilities Required for the Position

• Ability to:
  o Maintain confidentiality.
  o Work as part of a team.
  o Listen to others.
  o Work with and not for the members.
  o Work with people from diverse backgrounds.
  o Multi-task.
  o Work efficiently with limited resources.

• Excellent interpersonal communications skills.

• Excellent public speaking skills.

• Excellent written communications.
• Computer literacy, including competency with MS Office and Google Docs. • Proficiency with spreadsheets, financial data, and handling retail transactions.

Working Conditions

• Flexible work schedule including regular evening and weekend work.
• Small office setting with limited resources.
• Regular work outdoors.
• Job at times is fast-paced and at other times sedentary.
• Computer usage that requires repetitive motions.
• Travel expected to market sites, local meetings, with occasional travel to regional, state, and national meetings.
• Lifting up to 50 pounds.
• Transportation of market equipment to/from site. Vehicle preferred.

Compensation: $17.50/hour. A temporary employee is not entitled to JH benefits except those required by law.

Qualifications

Just Harvest strongly values diverse relevant life experiences that may substitute for any or all of these specific qualifications. We succeed in our mission better when our workforce reflects the communities we serve. We welcome applications from candidates who may lack formal credentials and invite you to tell us about your unique qualifications. If you are passionate about our mission and think that you have the skills to contribute to our success, we want to hear from you!

• Bachelor’s degree preferred.
• Minimum one (1) year relevant experience in food systems issues, farmers’ markets, public policy, grassroots or community organizing, social work, or a related field.
• Familiarity with issues relevant to the Just Harvest mission.

Just Harvest is a Drug-Free Workplace