



POSITION ANNOUNCEMENT
2024 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- May through November

Reports to: Fresh Access Program Manager

Positions Supervised: Volunteer

Position Summary

The On-Site Market Coordinator assists with the operations of the Just Harvest Fresh Access Program to accept electronic transactions at Farmers Markets, May through November, including direct contact with customers, relationships with market officials and farmers/vendors, community outreach about the project, and back-office record keeping and data collection. Locations and times vary by market, including

afternoons/evenings and weekend mornings. Candidates will be asked to identify their schedule availability to best match their preference for hours with Just Harvest's needs.

Essential Functions

- Demonstrate and reflect the mission and values of Just Harvest
- Manage daily set up, operation, and breakdown of on-site equipment and electronic purchase system at participating Farmers Markets; ability to work in a variety of weather conditions
- Communicate with farmers/vendors about policies and procedures for electronic market transactions and serve as Just Harvest liaison to farmer market managers as needed
- Facilitate customer transactions through a tablet based Point of Sale system and provide excellent customer service in a retail environment
- Count and sort market tokens
- Follow "cash"(token)-handling procedures and record transaction data
- Enter market and transaction details into database, requiring a high attention to detail
- Complete and maintain market paperwork, filing as directed
- Participate in occasional Fresh Access team 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 people from diverse backgrounds.
 - o Multi-task.
 - o Work efficiently with limited resources.
- Excellent interpersonal communications skills.
- Excellent customer service skills.
- Computer literacy, including competency with Google and Microsoft Office functions and basic tablet operation.
- Ability to use point of sale and record keeping apps.

.Working Conditions

- Flexible work schedule including regular evening and weekend work.
- Transportation of market equipment to/from site. Vehicle preferred.
- Small office setting with limited resources.
- Regular work outdoors.
- Job at times is fast-paced and at other times sedentary.

- Computer or tablet usage that requires repetitive motions.
- Travel expected to market sites or other locations as assigned.
- Lifting up to 50 pounds.

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!

- **High School Diploma or Equivalent**
- **Minimum one (1) year relevant experience in customer service, farmers markets, food systems, or related field**
- **Familiarity with issues relevant to the Just Harvest mission.**

To Apply: Submit a resume and cover letter to Amanda Sloane at amandas@justharvest.org

Just Harvest is an Equal Opportunity Employer

Just Harvest is a Drug-Free Workplace