



**Gorge Grown Food Network  
Mobile Farmers Market Lead Assistant  
Position Description - 2023**

**Position Overview**

Gorge Grown Food Network is seeking a friendly and dependable Farmers Market Lead Assistant to support our Mobile Farmers Market. The Mobile Farmers Market sets up short, 'pop-up' markets to provide fresh, local produce to communities throughout the Columbia River Gorge.

**Mobile Farmers Market Lead Assistant**

**Approximate start date:** May 2023

**Worksite Location:** Days begin and end in Hood River

**Work Schedule:** Mobile Farmers Markets on Tuesday, Wednesdays, Thursday, and Friday. Hours for Mobile Market generally run 11am-7pm with flexibility and some variability.

**Hourly Rate:** \$21/ hour

**FTE:** .60 FTE - .75 FTE (25-30 hours per week) through October. This is a seasonal, temporary, non-exempt position. For the right candidate, there may be an opportunity to transition into a full time position.

**Timeline:** part-time starting May to June; increasing to 25 - 30 hours per week in June through October. Winter Markets begin in December for 12 hours per month.

**Benefits:** This position is not eligible for paid time-off unless paired with another role at GGFN

**Reports to:** Mobile Farmers Market Procurement Manager

**Organizational Overview**

Founded in 2006, Gorge Grown Food Network's mission is to build a resilient and inclusive regional food system that improves the health and well-being of our community. Our approach is strategically multi-pronged:

**Increase supply:** We strive to support local producers and gatherers by bolstering markets and business development. We provide technical assistance and peer-to-peer learning opportunities. We broker relationships between institutional buyers, farmers, fisherpeople, chefs, schools and manufacturers seeking local ingredients.

**Increase Access & Demand:** We aim to ensure equal access to quality food for all through farmers markets, a Mobile Farmers Market, and the Rural Farmers Market Network. The Veggie Rx Program enables health care providers to prescribe fresh fruits and vegetables to food insecure residents.

**Empower and Mobilize:** Through partnerships with dozens of key organizations like the Food Security Coalition, Northwest Tribal Food Sovereignty Coalition, Oregon Community Food Systems Network, and the Columbia Gorge Health Council we aim to create lasting change through effective collaboration.

## **Program Background**

**Mobile Farmers Market:** The Mobile Farmers Market purchases produce from local farmers and brings it to communities throughout the Gorge to increase access to fresh, local food. Since 2018, the Mobile Farmers Market has served 12 communities in Klickitat, Skamania, Hood River, Wasco and Sherman counties. Our market stops are strategically placed to reach populations who experience higher rates of food insecurity and rural communities where the only place to buy food is often a convenience store. A typical day with the Mobile Farmers Market includes: preparing items for the markets as needed (weighing and bagging fresh produce); driving to market locales in the Mobile Farmers Market's sprinter van; setting up short 'pop up' markets in various communities.

## **Primary Responsibilities**

### **Mobile Farmers Market Lead Assistant**

- Maintaining regular inventory of fresh produce
- Preparing and organizing fresh produce for markets
- Provide customer service at Mobile Farmers Market stops: engage with customers to encourage them to try new products, budget their produce money, and help identify the farmers who grew the products.
- Record keeping and data tracking during market
- Operation of point-of-sale system and additional technology for payment processing
- Market set-up and break-down, loading and unloading van requiring extended periods of time standing
- Restocking and handling of fresh produce
- Driving the sprinter van to and from market locations across the Gorge
- Regular cleaning and workspace upkeep; special projects as needed
- Be informed of SNAP, WIC, and other supplemental nutrition programs
- Maintain a daily record of hours used in fulfillment of this position based on grant funding
- Assist with promotion and marketing through flyers and social media throughout the season

### **Required Qualifications:**

- Experience with agricultural supply chain, product procurement, grocery and/or retail or other related field
- Highly organized with attention to detail and efficiency
- Effective communication skills
- Familiarity with Microsoft Excel/Google sheets and google documents
- Passion for food access and commitment to building an equitable food system
- Able to work both independently and as part of a small team
- Flexible and solutions-oriented approach to challenges
- Able to work efficiently for long periods during the cold, heat, wind, and rain
- Ability to lift 50 lbs.
- Clean driving record, valid driver's license and ability to drive a sprinter van. This does not require a commercial vehicle operating license.

**Preferred Qualifications:**

- Residing in the Columbia River Gorge and familiarity with the unique food system, community, and stakeholders of the area
- Training in diversity, equity, and inclusion
- Knowledge of seasonal produce and safe food handling practices
- Lived experience or significant experience working with economically disadvantaged, rural, immigrant, indigenous, and/or communities of color
- Bilingual English/Spanish
- Food Handlers card (WA or OR)

**Compensation:**

The Farmers Market Assistant is a .60 - .75 FTE seasonal position, working 25-30 hours per week at a rate of \$21 per hour. When markets are canceled because of wildfire smoke (air quality index 150 or higher) or extreme heat over 100 degrees, Market staff will be paid for planned shifts for indoor administrative/research work. We care about our team's health, safety, and financial security.

**Start Date:**

The ideal candidate would be able to start part-time in May and move to more hours starting in June.

**Application Instructions:**

Submit a resume and cover letter to [hire@gorgegrown.com](mailto:hire@gorgegrown.com) by **March 20th, 2023**. In your cover letter, make sure to address any pertinent experience, including professional and personal experiences that are relevant to this position. Applications will be accepted until the position is filled.

Questions? Email [hire@gorgegrown.com](mailto:hire@gorgegrown.com) or call 541-490-6420.

**Diversity Statement for Hiring**

Gorge Grown Food Network is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability status, protected veteran status or any other characteristic protected by law. We encourage people of color, women, people who identify as LGBTQ2SIA, religious minorities, recent migrants/refugees, differently-abled people, and applicants from different generational and economic backgrounds to apply