



Market Manager

Help bring local, affordable, fresh food to food insecure neighborhoods across DC.

Organization Overview

Arcadia Center for Sustainable Food and Agriculture is on a mission to cultivate vibrant local food systems that prioritize health, equity, and sustainability, from the farm forward. Founded in 2010, Arcadia has four distinct programs: Sustainable Farm Production, Veteran Farmer Training, Youth Farm Education and the Mobile Market. All farm production and education programming is held at Arcadia's Alexandria, VA site, while the Mobile Market is based in Northeast Washington, DC. The Mobile Market Headquarters is located at 1800 Perry Street NE, approximately 1 mile east of the Brookland Metro Station.

Arcadia's Mobile Market was established in 2012 to improve access of local farm fresh food to the most underserved areas in Washington, DC. The Mobile Market offers local food grown on Arcadia's farm and sourced from several local farms to offer a wide selection of produce, meat, eggs and more. The Mobile Market is the lead provider of a direct-to-consumer local food access in Wards 7 and 8. The Market is open to everyone, and food assistance recipients are incentivized to shop at the market through Arcadia's matching program, doubling the value of SNAP, WIC and Senior FMNP checks. Market sites are chosen for customer accessibility and convenience, including schools, libraries, recreation centers and senior wellness centers. 2020 will be the Mobile Market's 9th season, returning to many market sites for the 6th-9th year in a row.

Our programmatic goals:

1. Make high-quality, local food convenient, affordable and consistently available for all DC residents.
2. Support community driven food access and community ownership of long term solutions.
3. Center opportunities for market-goers, staff and local farmers to forge direct connections and build community around food.

Job Description

Arcadia is hiring three Mobile Market Managers for the 2020 season. The Market Managers are the captains of Mobile Market sites, embodying the intentions of the program and setting the tone for the market space. Managers are encouraged to bring their strengths to market, supporting them as community gathering spaces for accessing local farm fresh food, learning, sharing and relationship-building.

Two Market Managers will lead 3 markets per week, and one Market Manager will lead 4 markets per week. Market Managers will oversee program implementation from market preparation to market operation, from personnel management to recordkeeping. Priority will be given to candidates able to commit to 30-35 hours per week.

Arcadia is a small but growing organization, and the right candidate will have the opportunity to grow with us and become an integral part of the Mobile Market program. The right candidate will be able to combine a passion for building a strong, local and sustainable food system with the practical skills and experience listed below.

Reports to: Operations Manager and Program Director

Responsibilities

- Personnel Management
 - Lead Market teams including 2 Market Associates plus occasional volunteers
 - Facilitate market team communication
 - Support staff via Coaching and open lines of communication
 - Effectively delegate tasks to meet operational goals

- Market Operations
 - Manage 3-4 assigned markets per week
 - Lead team in market vehicle loading/packing at headquarters
 - Safely operate market vehicle, transporting team and market inventory to and from market sites
 - Delegate team for set up and breakdown of market
 - Develop market space layouts/designs to support customer experience
 - Maintain market inventory and product quality standards
 - Oversee market experience, building rapport with community members
 - Monitor and document product demand, solicit customer feedback
 - Oversee and Conduct transactions, ensuring proper processing of different tenders
 - Support at-market needs of partner organizations
 - Facilitate at-market promotions (surveys, outreach, etc)
 - Responsible for conflict de-escalation/resolution, crisis management and staff/volunteer support at market

- Driving/Vehicle Operation
 - Safely operate program vehicles (Two 14-foot box trucks and Sprinter van)
 - Carry out routine vehicle maintenance including fuel, fluids, tire pressure and monitoring for other needs
 - Inspect vehicle refrigeration equipment and external/inverter power each shift
- Reporting/Recordkeeping

Requirements

- Experienced personnel manager, with strong leadership and coaching skills
- Valid Driver's License with clean driving record
- Food Safety Manager Certification, already held or will acquire once hired (sponsored by Arcadia)
- Able to lift up to 40 pounds repeatedly throughout the work day
- Able to work outdoors in difficult weather conditions
- Strong communication and interpersonal skills (Prompt and clear communication in all forms)
- Skilled at strategic problem-solving, taking initiative, and delegating tasks
- Organized and reliable, able to perform in a fast-paced environment with competing demands

Preferred Qualifications

- Knowledge of food inequity in DC and a passion for community-centered food access
- Excellent geographic knowledge of and experience driving in Washington, DC
- Experience working in the food industry (farming, restaurant, grocery, etc.)
- Spanish/Second language proficiency

Ideal candidates would be familiar with or local to our Market locations in Wards 1,2,5,7 & 8.

Ward 1: Ledroit Park

Ward 2: Chinatown

Ward 5: Edgewood Commons

Ward 7: Parkside Unity Clinic, Deanwood Recreation Center

Ward 8: Anacostia, Congress Heights Senior Wellness Center, Bellevue Library, Oxon Run Park, Hendley Elementary School

Schedule

- Start Date: Late April 2020
- 2020 Mobile Market Season runs from May 19 through October 31, 2020
- Tentative End Date: First week of November 2020
- 3-4 markets per week, 30-35 hours
- Shifts will include a combination of mornings, evenings, weekdays and Saturdays.
- 2 consecutive days off per week
- Additional hours possible during peak season (August, September) or times of increased need.

This seasonal role may lead to a year-round position for the right candidate, or can be developed to offer annual seasonal employment for those looking to develop and grow alongside Arcadia.

Compensation

- \$20/hour
- 5 days of paid time off during market season
- Periodic Paid off-market team building days
- Ready access to local, farm fresh food all season long!

Apply

Accepting applications no later than **March 20, 2020**. Email your resume, proof of Driver's License, three references and brief answers to the questions below to Erin Close, Mobile Market Director, at erin@arcadiafood.org. Feel free to reach out with any questions.

1. What is your relationship to food inequity?
2. How do you lead and work within a team?
3. Share anything you really want us to know about you!

Arcadia is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.