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 to 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. 2021 will be the Mobile Market’s 10th 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 seasonal, part-time market managers and associates for the 2021 Mobile Market season.

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.
The Mobile Market season will begin in May 2021 and will run through November 2021. There are ten market locations in total with teams running up to four markets each week. Operations run Tuesday through Saturday weekly. Shifts will include a combination of weekday mornings, evenings, and Saturdays.

Priority will be given to candidates able to commit to at least 25 hours each week.

**Reports to:** Operations Manager and Program Director

**Responsibilities**

Market Managers will oversee program implementation from market preparation to operation, from personnel management to recordkeeping all while 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 and effectively delegate tasks to meet operational goals. Managers will have skills in strategic problem-solving, taking initiative, and delegating tasks, be organized and reliable, and able to perform in a fast-paced environment with competing demands.

- Other duties will include:
  - Develop and modify 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 with Community Engagement Manager (surveys, outreach, etc)
  - Responsible for conflict de-escalation/resolution, crisis management and staff/volunteer support at market
  - Maintain COVID-19 safety protocols and enforcement

Market associates are the frontline staff for the market. Operations shifts (at headquarters) will include inventory and portioning items for sale, loading/unloading deliveries, preparing online orders for customer pick up, and maintaining the kitchen protocols. Market associates will assist customers with shopping at the market (per Covid-19 guidelines), financial transactions at market, restocking items for sale, fielding customers inquiries at market, as well as set up and breakdown at the market.

**Requirements**

- Experienced personnel manager, with strong leadership and coaching skills (Market Manager)
- Maintain reliable transportation to and from market sites and headquarters.
- Valid Driver’s License with clean driving record (Market Managers)
- Food Safety Manager Certification, already held or willing to acquire once hired (sponsored by Arcadia)
● Able to lift up to 40 pounds repeatedly throughout the work day; ability to stand for at least 5 hours during the assigned shifts.
● Able to work outdoors in difficult weather conditions
● Strong communication and interpersonal skills (Prompt and clear communication in all forms)

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 2,5,7 & 8.

Compensation
● $15/ hour Market Associates
● $20/ hour Market Managers
● Staff Discounts on Mobile market items

Apply
We are currently accepting applications on a rolling basis until all positions are filled. Staff orientation/training will commence mid-April. Email your resume and cover letter to Andrea Neal, Market Operations Manager andrea@arcadiafood.org.

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.