



Produce Plus Program Assistant

DC Greens, a non-profit organization that uses the levers of food education, food access, and food policy to advance food justice in the nation's capital, seeks a Produce Plus Program Assistant.

This position will support program implementation, communications, and farmers' market support for the Produce Plus program. Produce Plus is a city-wide program that helps low-income DC residents purchase fresh fruits and vegetables at DC farmers' markets.

An ideal applicant must be able to demonstrate excellent organization in a fast-paced environment. The individual will be required to provide compassionate service and accurate information to customers under pressure. Additionally, the Produce Plus Assistant must be able to communicate with the diverse group of people who make up the Produce Plus community, including customers, volunteers, farmers' market managers, and leaders of community institutions. This position will report to the Produce Plus Manager.

Key Responsibilities

Partnerships

Work with Produce Plus Manager to support participating farmers' markets including:

- Managing materials and identifying any supplies needed by markets
- Maintaining communication with market staff to ensure that issues are resolved as they arise
- Providing feedback to the Produce Plus Manager of any recurring market issues

Customer Engagement

- Answer customer phone calls through the Produce Plus hotline
- Send and respond to customer emails and social media posts

Program Implementation and Support

- Attend weekly Produce Plus team meetings
- Conduct Produce Plus site visits at farmers' markets as assigned
- Support outreach and training for Produce Plus volunteers
- Support distribution at partner clinics

Data Management

- Ensure that Produce Plus distribution data is recorded accurately and consistently
- Enter Produce Plus distributions and resolve data inconsistencies

Qualifications

- Prior experience in outreach, customer service, retail, or sales
- Strong interpersonal communication and public speaking skills

- High degree of professionalism, compassion, organization, and flexibility
- Strong record keeping or inventory management skills
- Enthusiasm for farmers' markets and healthy food, and commitment to the vision and mission of DC Greens' work
- Proficient in Google Suite (Gmail, Google Drive, Google Sheets, Google Calendar)
- Proficiency in Spanish preferred
- Ability to lift 20lbs; ability to stock and move supplies from various locations

DC Greens is an equal opportunity employer. **We strongly encourage** and seek applications from people of color, bilingual and bicultural individuals, people who have experienced poverty, women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

This is a part-time (35 hours per week), temporary hourly position August through early October. The pay is \$18.00 per hour, less applicable withholdings. This position does not include benefits. If interested email hire@dcgreens.org with your resume and cover letter. Application closes June 25, 2019.