Produce Plus Registration Assistant

DC Greens, a non-profit organization that uses the levers of food education, food access, and food policy to advance food justice and health equity in the nation's capital, is currently seeking a team of **Produce Plus Registration Assistants**.

Registration Assistants will manage Produce Plus incentive distribution at locations across the city. Staff will be assigned multiple locations which they will need to visit weekly from June - September. This is a great position for someone who is passionate about the Produce Plus Program and farmers' markets in DC. This position reports to the Produce Plus Program Manager.

**Essential Requirements**

- Distribute Produce Plus incentives at locations across the city
- Refer customers to nearby Farmers' Markets
- Answer questions about how to use Produce Plus
- Onsite troubleshooting of technology (training provided)
- Lead pre-shift meetings with volunteers to prepare for registration
- Foster a supportive, positive and communicative teamwork environment with Market Champions, volunteers, and DC Greens staff
- Treat all customers, volunteers and market staff with respect and kindness
- Answer customer phone calls through the Produce Plus hotline
- Follow-up with customers in response to Produce Plus email, sms (text) messages, and social media posts
- Educate stakeholders on the Produce Plus Program and associated technology

**Qualifications**

- Enthusiastic and knowledgeable about farmers’ markets in DC
- Commitment to the vision and mission of DC Greens work
- Commitment to racial justice and equity
- Proven leadership and conflict resolution skills
- Strong interpersonal skills; able to demonstrate reliability, listening skills and putting people at ease
- People skills - you have an outgoing and trustworthy personality, you are a good listener, and you know how to make others feel comfortable
- Must be comfortable using apps on a tablet
Salary & Benefits

This is a full-time (based on 40 hours) seasonal hourly position, starting in May and concluding in September. The hourly rate is $18.00 an hour. This position is not eligible for benefits.

How to Apply

DC Greens is an equal opportunity employer. **We strongly encourage** and seek applications from people of color, including bilingual and bicultural individuals, as well as 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 accommodations 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.

If interested, email a cover letter and resume to hiring@dcgreens.org. In your cover letter provide an answer in 250 words or less to the following prompt: What is your personal and professional lived experience with the communities we work with?

Please put "PP Registration Assistant" in the subject line and save your cover letter and resume as a single attachment labeled “LAST NAME, FIRST NAME_Application.” The deadline to apply is March 27, 2020, 11:59 pm EST. Anticipated start date is April 10th.