

# Market Programs Coordinator

Job Announcement

1/13/22



**Job Title:** Market Programs Coordinator

**Status:** Full-Time/Non-Exempt/Regular

**Duration:** Year-round/On-going

**Reports To:** Market Programs Director

**Location:** Rainier Beach Urban Farm & Wetlands (5513 S. Cloverdale St, Seattle 98118)

**Salary:** \$23/hour + benefit

## About Tilth Alliance

Tilth Alliance works in community with Washington farmers, gardeners and eaters to build a sustainable, healthy and equitable food future. For over 40 years, we've promoted and supported the adoption of organic, regenerative, sustainable growing practices by farmers and gardeners throughout Washington, worked to make the food produced by Washington farmers and gardeners more accessible and inspired people to enjoy growing, cooking, and eating food that is both good for them, for their communities, and for the environment. Education, collaboration and advocacy are foundational to our work, and equity, inclusion and advancing a culture of anti-oppression are critical outcomes expected of all the work we do.

Addressing issues of equity and inclusion is a priority for Tilth Alliance. We are committed to recognizing and addressing issues of equity and inclusion within our programs and organization, as well as within the communities where we work.

**We are looking for a dedicated individual to join our Market Programs team.** Our programming mission is twofold:

1. To strengthen our local food economy by direct purchasing from small, local, sustainable, BIPOC, immigrant/refugee and female owned/operated farms.
2. To distribute this local produce at no or low cost to the South Seattle area, both through community partners and our seasonal pay-what-you-can farm stand + hybrid CSA.

We also curate and manage Tilth Alliance's online Marketplace and seasonal pop-up markets as an effort to create additional platforms for small business sales. As a close-knit team we value honesty, empathy and collaboration.

## Job Responsibilities

- Support volunteers who help with weekly preparation of 500-800 bags of local produce. Create an inclusive and supportive environment for volunteers.
- Deliver bags to our community partners in our refrigerated GMC van, October-May. This includes being a supportive contact for site coordinators and a conduit of information back to our team.
- Shift focus to supporting our seasonal pay-what-you-can farm stand and CSA June-Sept. This requires evening work once a week on Thursdays.
- Manage mailing out retail orders placed on our online Marketplace, and inventory of those products. Includes pulling orders bi-weekly, packaging, creating postage, and keeping inventory counts correct across platforms.
- Maintain our van by managing oil changes, keeping gas full, cleaning, etc.
- General organizing and small repairs to our work spaces to keep operations running smoothly.
- Administrative support for Market Programs as needed, including: process payments for customers using EBT and light data entry.
- Responsible for donation of surplus produce to community partners at the end of each week.
- Participate in Tilth Alliance's Equity Table meetings, sub-committees and workgroups.
- Attend staff meetings, support events, and fulfill other duties related to being a member of the Tilth Alliance staff. This position often shuttles programming tools and goods between our Wallingford and Rainier Beach offices.

## Required Skills

- Sincere passion for social justice and food sovereignty.
- Ability to think on your feet and creatively problem solve.
- Knowledge and understanding of nutritional concerns and health disparities faced by low-income households.
- Have lived experience or have worked with diverse audiences.
- Excellent interpersonal and communication skills. Desire to build genuine relationships with community members and partners.
- Strong computer, organizational, and time management skills. Skilled user of Microsoft Office and Google products.
- Self-directed, are able to work independently and in a team.
- Willing to work outside in all kinds of weather.
- Able to lift up to 50lbs on a regular basis.
- Have a driver's license and clean driving record (no major driving infractions).
- Reliability is a must.

## Desired Experience

- Experience in logistics and service delivery.
- Experience in program tracking and reporting.
- Experience and understanding of challenges small farmers face.
- Experience and knowledge of food safety.
- Multi-lingual.
- Are from or have experience with the communities of the Rainier Valley.

## Benefits & Compensation

- This role is eligible for benefits including medical, dental, vision insurance; employee-funded Flexible Spending Account for qualified childcare, healthcare, and transportation expenses; paid vacation, sick and holiday time. It is based at the main office in Wallingford, Seattle, with flexible options for some remote work.
- Tilth Alliance's vacation policy allows for accrual of 15 days in year 1 (and increases with service longevity). Rather than Tilth Alliance prescribing a standard list of holidays, each year an employee selects 10 dates they wish to designate as paid holidays – enabling them to celebrate personal, cultural, religious, or other significant events. A cross-staff committee regularly reviews organizational employment policies through an equity lens.
- Employees are offered access to a wide range of Tilth Alliance's classes for no charge, depending on availability.
- **Compensation is \$23.00 per hour.**

## To Apply

No phone calls please. Submit a letter of interest and resume outlining 1) your experience with the qualifications listed above and 2) why you are interested in this position. **Email all materials to [kerricacciata@tilthalliance.org](mailto:kerricacciata@tilthalliance.org) with the subject "Market Programs Coordinator."**

This position is open until filled. The job description does not constitute a written or implied contract of employment. Tilth Alliance reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skill and experience required.

Tilth Alliance is proud to be an equal opportunity workplace dedicated to cultivating a diverse and inclusive work environment. We believe that diversity is essential to achieving our mission. Tilth Alliance is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. Women, people of color, and individuals from under-represented communities are strongly encouraged to apply.