



JOB DESCRIPTION

Title: Mobile Market Coordinator

Reports to: Garden/Market Program Manager

Department: HEP Empowerment Garden

FLSA Status: Non-Exempt; Part Time (20 hours per week)

The HEP Empowerment Garden Mobile Market Coordinator will help support the HEP Mission by planning, coordinating, and ensuring Mobile Market presence in the community while fostering positive relationships.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

The HEP Empowerment Garden Mobile Market Coordinator performs a wide range of duties including some or all the following:

- Support the garden program and its activities in accordance with the mission and goals of the organization and program.
- Follow set policies, procedures and approved budget as established by the Garden/Market Program Manager.
- Understand the crop plans, harvest schedules for the Mobile Market, and schedule markets in collaboration with the Garden/Market Program Manager and Garden/Market Assistant.
- Maintain standard operating procedures to ensure best management for food safety (according to ServSafe Manager standards).
- Maintain the Mobile Market trailer and its contents in collaboration with the garden team.
- Stage and arrange produce for mobile displays.
- Promote and encourage excellent customer and donor relationships.
- Drive company vehicle while pulling a trailer.
- Communicate with participants and other stakeholders to gain community support for the program and to solicit input to improve and grow programs.
- Work with the Garden/Market Program Manager and Volunteer Specialist to recruit volunteers for the garden program.
- Participate in off-site markets, training, conferences, and community programs.
- Complete any necessary duties as indicated by the Garden/Market Program Manager.

EDUCATION, KNOWLEDGE, AND SKILLS REQUIRED:

- AA/AS degree preferred or equivalent work experience in Environmental Services.
- Sensitivity to the cultural diversity of clients to successfully work with diverse racial, ethnic, and socioeconomic groups.
- Prior non-profit outreach experience is a plus but not required.
- ServSafe Manager Certification (HEP will pay for training if not already obtained).
- Retail or produce market experience preferred.
- Excellent written and verbal communication.
- Great interpersonal and relationship building skills.
- Ability to easily adapt to change.
- Understand production farming and market standards.
- One year of prior customer service experience.
- Familiarity with Point of Sale (POS) software technology.
- Bilingual in Spanish is preferred but not required.

PHYSICAL DEMANDS & WORKING CONDITIONS:

- The physical environment requires the employee to work outside in heat, wet/humid, and dry/arid conditions.
- Walking and standing on uneven surfaces around the HEP campus.
- Ability to lift 50 pounds with ease; Anything over 50 pounds requires a team lift.
- Sitting, standing, bending, reaching, crouching, lifting, etc.
- Valid, clean Florida driver's license required.
- Comfortability driving company vehicles and towing equipment.
- Must be able to successfully pass a Level 1 background check, motor vehicle registration, drug, and alcohol screenings.

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job and be a reasonable representation of its activities.

HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.

Employee Signature

Date