



ACTIVATE FOOD ARIZONA JOB OPPORTUNITY

FARM EXPRESS MARKET AND COMMUNICATIONS COORDINATOR

Activate Food Arizona seeks a reliable, outgoing person to join the Farm Express Mobile Market team in performing the duties necessary to sustain an excellent level of service to Farm Express customers. The Coordinator will serve customers directly and will be responsible for general communication activities, including the creating and disseminating market flyers, managing social media channels, and updating the Farm Express webpage with up-to-date schedule information. The Coordinator will also be a driver of a shuttle-sized mobile market vehicle (commercial license NOT required). Bilingual English and Spanish speakers are strongly encouraged to apply.

WHO WE ARE

Activate Food Arizona is a 501c3 non-profit organization based in Phoenix, AZ. We create community-based food access solutions and, in turn, build more connected and united communities across Arizona. The organization is most known for its flagship program called Farm Express, a fleet of mobile produce markets that sell high-quality, affordable fruits and vegetables in communities with limited access to healthy food. This year, Farm Express is expanding to its third service area and seeks qualified, enthusiastic team members to help us grow. For more information about Activate Food Arizona and its various programs, please visit www.activatefoodaz.org.

WHAT YOU'LL DO

The Market and Communications Coordinator, along with other members of the Farm Express team, is responsible for the following:

- Providing exceptional customer service to community members, site managers, and team members
- Assisting customers by answering their questions and packing their orders
- Maintaining clean, safe, and orderly work environments at all times
- Gathering feedback from customers and community members to improve Farm Express service and offerings
- Engaging with community members on social media channels and creating marketing materials, as needed
- Assisting in outreach initiatives including neighborhood canvassing and customer engagement events
- Performing other duties as assigned by organizational leadership

WHO YOU ARE & KEYS TO SUCCESS

To be successful in this job, the ideal candidate will demonstrate:

- Exceptional customer service and communication skills
- Agile problem-solving, organizational, and collaboration skills
- Savviness with regard to technology including Slack, iPad applications, social media platforms, and others
- Ethical and honest cash and equipment handling abilities
- Physical strength and agility to lift boxes of produce on and off the bus as well as assist customers in carrying their produce baskets, as needed

Safety is our number one priority. A valid driver's license and ability to operate a large vehicle safely during the day and at night are required. The team member will be subject to routine driver training to ensure a safe work environment at all times.



WHAT ELSE YOU NEED TO KNOW

Activate Food Arizona is an equal opportunity employer, and we value having staff who come from communities that are most impacted by food insecurity and access. We especially encourage BIPOC candidates, LGBTQ+ people, and people who speak additional languages besides English to apply.

Farm Express' general hours of operation are Monday – Thursday, 8:00 a.m. – 4:30 p.m. and Fridays 8 a.m. – 12:00 p.m. The Market and Communications Coordinator will work on the mobile market vehicles Monday – Thursday and perform occasional computer and administrative responsibilities on Fridays. Otherwise, hours are contingent upon Farm Express service schedule and may vary depending on weekly operational needs. With advanced notice, some evening and weekend hours are required.

The hourly range for this position is \$20.00 – \$22.00 per hour for 34-38 hours of work per week. Activate Food Arizona offers a competitive benefits package which includes paid holidays, accrued paid time off and sick leave, employer-subsidized healthcare benefits, and an end-of-year break for holiday rest.

HOW TO APPLY

Please send a resume and brief cover letter to Elyse Guidas, Executive Director, at elyse@activatefoodaz.org. Resumes will be reviewed on a rolling basis.