



## **Farm Express Bilingual Community Outreach Coordinator**

### **Essential Functions, Duties, and Responsibilities**

#### **WHO WE ARE**

Activate Food Arizona is a 501c3 non-profit organization based in Phoenix, AZ. Our goal is to ensure all individuals have the ability to make their own food decisions and to, in turn, build more connected and united communities across Arizona. AFA is most known for its flagship program called Farm Express, a fleet of mobile produce markets that sell high-quality, affordable fruits and vegetables to residents with little to no access to healthy food. We proudly serve individuals, families, school-age children, senior citizens, educators, and many others in Phoenix and Tempe. For more information about our organization and programs, please visit [www.activatefoodaz.org](http://www.activatefoodaz.org).

#### **ABOUT THE POSITION**

Activate Food Arizona seeks an outgoing, bilingual (Spanish and English) community advocate to join the Farm Express Mobile Market team. The Associate's primary responsibility is to assist the Program Director and other members of the Farm Express team in performing the duties necessary to sustain a level of excellent service to Farm Express customers. Additionally, the Associate will be responsible for coordinating general community outreach activities, including meeting with market site contacts, distributing market fliers, and attending community meetings to build awareness and trust within the communities Farm Express service. The ideal candidate will also be a driver of a shuttle-sized mobile market vehicle (commercial license NOT required).

#### Work Schedule:

Full-time (34-40 hours per week). Hours are contingent upon Farm Express service schedule and may vary depending on weekly schedule and operational needs. With advanced notice, some evening and weekend hours are required. AFA offers a comprehensive benefits package which includes paid time off, sick time, and health, vision, and dental benefits.

Compensation: \$20.00- \$22.00 per hour with opportunities for advancement in the future.

#### Minimum Qualifications:

- Exceptional customer service and communication skills both in English and in Spanish
- Agile problem-solving, organizational, and collaboration skills
- Capable of using technology including Slack, iPad applications, GPS navigation systems, and others
- Ability to manage cash and equipment in an ethical, legal manner
- Physical strength required to lift large boxes of produce and assist customers on and off the bus
- A valid driver's license and ability to operate a large vehicle safely during the day and at night
- Safety is our number one priority. The ideal candidate must have a clear motor vehicle record for the past three years and will be subject to routine driver training to ensure a safe work environment at all times.

#### Key Responsibilities:

- Provide exceptional customer service to community members, site managers, and team members
- Attend community events in primarily Spanish-speaking neighborhoods to acquaint potential new customers with the Farm Express program and gather feedback from current customers
- Assist customers by answering their questions and packing their orders
- Maintain clean and orderly work environments at all times
- Assist in outreach initiatives including neighborhood canvassing and customer engagement events
- Perform other duties as assigned by organizational leadership

Please send a resume and brief cover letter to Casey Hopkins, Program Director at [casey@activatefoodaz.org](mailto:casey@activatefoodaz.org). Resumes will be reviewed on a rolling basis.