



## **ACTIVATE FOOD ARIZONA JOB OPPORTUNITY**

### **FARM EXPRESS MARKET AND COMMUNICATIONS COORDINATOR**

Activate Food Arizona seeks an outgoing, reliable 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. Additionally, the Coordinator 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 ideal candidate 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. 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. 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](http://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
- Engaging with community members on social media channels and creating marketing materials, as needed
- Assisting customers by answering their questions and packing their orders
- Gathering feedback from customers and community members to improve Farm Express service and offerings
- Maintaining clean and orderly work environments at all times
- 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.

This is a full-time, hourly position on the mobile market vehicles, generally 8:00 a.m. – 4:30 p.m. Monday through Thursday, with 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 with opportunities for advancement. Activate Food Arizona offers a competitive benefits package which includes 12 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](mailto:elyse@activatefoodaz.org). Resumes will be reviewed on a rolling basis.