



## Community **FOOD BANK** of Eastern Oklahoma

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**Position:** Farmers Market and Community Impact Assistant

**Reports to:** Chief Impact Officer

**Status:** Full Time (approx. 40 hours per week); Non-exempt

**Position Description:** The Farmers Market and Community Impact Assistant will work with the Fresh Produce Initiatives coordinator to supervise our farmers markets and manage volunteers at the program sites. The Farmers Market and Community Impact Assistant will also support other programs within the department.

### **Essential Duties and Responsibilities:**

- Assist in the implementation and supervision of fresh produce initiatives, including the Free Family Farmers Market and clinic programs, and maintain accurate records of the events.
- Manage the selection and preparation of produce for distributions.
- Assist in the maintenance of all growing systems.
- Instruct and supervise the work of volunteers.
- Assist in the preparation, loading and delivery of food and supplies for CI programs.
- Help track inventory for various CI programs.
- Other duties as assigned.

### **Qualifications:**

- Strong organizational skills and attention to details.
- Excellent customer service skills.
- Ability to work on multiple tasks.
- Ability to work both independently and as a team player.
- Ability to work with diverse group of people.
- Must be able to use Microsoft Office Suite including Word and Excel.

### **Additional Requirements:**

- Valid Oklahoma driver's license, insurance, and use of personal vehicle
- Willing to operate heavy machinery such as pallet jack and forklift
- Must be able to perform the essential duties and responsibilities with or without reasonable accommodation
- Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 40 lbs., perceive depth, sit for extended periods, use a computer, work with others, work alone, work protracted or irregular hours.