



Petaluma People Services Center is dedicated to improving the social and economic health of our community by providing programs that strengthen the dignity and self-sufficiency of the individual. Our core services include: Senior Services, Counseling, Youth Programming including Mentor Me, Housing, Employment and Petaluma Bounty Farm.

JOB TITLE: **Farmers Market Ambassador/Nutrition Incentive Associate**
FLSA STATUS: **Not Exempt; Part-Time (20 Hours/Week)**
COMPENSATION: **\$21 - \$23/hr**
SUBMIT: **Cover Letter and Resume to jobs@petalumapeople.org**

POSITION OVERVIEW:

As a program of Petaluma People Services Center, Petaluma Bounty's mission is to create a thriving local food system with healthy food for everyone through collaboration, education and promoting self-reliance. The Ambassador/Associate serves two roles that support this mission:

- **70% Farmers Market Ambassador** supporting the distribution and tracking of nutrition incentives, educating community members on important initiatives and working with Bounty team to expand the access to and inclusivity of farmers markets.
- **30% Nutrition Incentive Associate** providing administrative support to nutrition incentive programs, including fulfilling invoicing and detailed reporting requirements, engaging with market staff, and providing a vision to improve existing initiatives in alignment with Bounty's guiding principles.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with Farmers Market Ambassador Team on a variety of initiatives aimed at expanding access and inclusivity at farmers markets and promoting markets within the community
- Educate community members on initiatives like Market Match, Senior Farmers' Market Nutrition Program, and food hubs
- Assisting in the distribution and record keeping of nutrition incentives and special program vouchers such as CalFresh, Market Match, and Senior Farmers' Market Nutrition Program
- Facilitate community member and vendor feedback on areas and priorities for growth
- Plan and run cultural events at farmers markets with support from the FM Ambassador Team
- Support vendors and market managers in ongoing data entry, reporting, and evaluation using Farm 2 Facts, a farmers-market data collection toolkit
- Frequently attend market days
- Support Nutrition Incentive Coordinator with invoicing, grant reporting and data tracking
- Other duties as assigned

SKILLS & QUALIFICATIONS:

- Passion/enthusiasm for local foods and farmers markets

- Bilingual (Spanish and English) conversational and written skills
- Experience working in the community or strong ties to the community
- Must be willing to work some weekends & in various climates (cold, rain, sun, heat, wind)
- Comfortable working in Google Suite (Google Docs, Sheets, Drive, Slide, etc.) and social media platforms
- Proficiency with Microsoft Excel and Microsoft Word
- Attention to detail and comfortability with spreadsheets and numbers
- Ability to manage multiple deadlines and proactively communicate clearly and in a timely manner
- Experience with graphic design also a plus

It's a requirement of this position, for the safety of all PPSC employees and clients, that the jobholder be fully vaccinated against COVID-19.

ADA COMPLIANCE - PHYSICAL, ENVIRONMENTAL, COGNITIVE & PSYCHOLOGICAL REQUIREMENTS:

Physical: Regularly sits up to 2-3 hours per day. Gets up and down frequently throughout the day to interface with others. Must have excellent hearing, speech, and writing capabilities. Must be able to lift up to 20 pounds.

Environmental: Works alone, with and around others. Work environment is moderately noisy. Distractions are regular.

Cognitive: Required to read, write, compile, sort and analyze simple to moderately complex information. Independently assesses workload and prioritizes activities. Very strong organizational and planning skills. Able to communicate and resolve semi-complex problems independently. Excellent listening skills and ability to perform tasks requiring great attention to detail. Uses judgment and initiative, within defined limits of discretion, in making recommendations and decisions.

Psychological: Strong interpersonal and communications skills to deal with emotional, demanding, or difficult people and/or situations. Regular exposure to high-stress situations with demands, deadlines, shifting priorities, and multi-tasking. Excellent teamwork and proactive group participation are a necessity.