



NORTH COAST FOOD WEB

Position: Market Assistant

About North Coast Food Web

Founded in 2011, [North Coast Food Web's](#) (NCFW) mission is to **cultivate a resilient and equitable food system by supporting producers and increasing access to local food**. We are working toward a community that is home to a diverse and thriving group of farmers, fishers, foragers, and food makers that can start and sustain their food businesses on the North Coast. The market is a critical program in this work.

In pursuit of our mission and vision and with recognition of historical and present-day racism and inequity in our food system, NCFW is committed to justice, equity, diversity and inclusion. We are an Equal Opportunity Employer. Our employees and Board members are people with different strengths, experiences and backgrounds who are all passionate about creating positive change in our local community food system. We're seeking candidates from all backgrounds and walks of life who are excited about helping build the future of our North Coast food system.

Position Overview:

The Market Assistant supports our Online Farmers Market pickup days on Thursday afternoons from noon to 5pm. Tasks include packing orders, handling simple paperwork, running frozen orders down to the pickup location, customer service, and cleaning. This person will be trained on all aspects of our Thursday market day operations, including running SNAP benefit cards, and needs to be flexible about which roles they will play from week to week.

Position Details:

- **5 hours/week.** Start date: February, 1 2023
- **Location:** Astoria, Oregon
- **Pay rate:** \$21/hour
- **Reports to:** Market and Food Access Manager

Key Responsibilities:

- Assisting Market and Food Access Manager with market day set up, packing and distribution tasks.
- Organizing local food products for the packing shift.
- "Picking and Packing" market orders for customer pick up.
- Processing Supplemental Nutrition Assistance Program and Double Up Food Bucks transactions.
- Maintaining clean and organized market day spaces.

Experience and Skills:

- Punctuality and reliability
- Strong verbal communication and customer service skills
- Patience with elders, machines and systems in flux
- Emotional maturity and ability to respect/work with people across differences
- Ability to move up to 30lbs
- Commitment to advancing diversity, equity, inclusion and justice
- Ability to identify a wide range of different varieties of fruits and vegetables (or willingness to learn quickly)

Preferred but not required:

- Spanish language fluency

To apply:

Send us your resume and answers to the following questions (in lieu of a cover letter) in about one page. Don't worry about formatting this as a cover letter. Please use this subject line: "Market Assistant (your last name)" and email to yana@northcoastfoodweb.org. You can also direct any questions to Yana at that address.

- 1) Please tell us about your previous work and/or volunteer experience and how you see it being relevant to this position.
- 2) Our organizational values are:
 - a) Justice
 - b) Community
 - c) Nourishment
 - d) ResponsivenessWhat do these values mean to you? What do you think of when you hear the phrase "food justice"?
- 3) What interests you about this position? What passion would you bring to this work?

Hiring Process and Timeline:

Applications received by January 5 will be given priority for consideration.

All candidates will hear from us after 5th, and we will do interviews the week of January 9th. Our intention is to offer the position to our candidate of choice the following week for a Feb 2nd start date.