

Arcadia Center for Sustainable Food & Agriculture

Food Access Director

Job Description

December 1, 2020

Join the Arcadia Center for Sustainable Food & Agriculture Mobile Market team as Food Access Director, a full-time, year-round position overseeing our Mobile Market, two managers, and up to 15 seasonal staff.

You will set the direction for the market and oversee all aspects of operation, supported by and supporting the Operations Manager and Community and Innovation Manager. Together with Arcadia leadership you will determine the goals and metrics for successful Mobile Market operations.

You will oversee nearly \$500,000 annual budget and a fleet of four vehicles. You will hire, train, schedule and manage seasonal staff as they operate the Mobile Markets in low-food access communities. You will oversee payroll and timesheets for the Market program, and exercise sound financial management and transparent accounting practices to include reconciling daily receipts and petty cash expenditures, and bank deposits.

You will represent the Mobile Market in meetings with local officials, prospective funders and Arcadia donors. You will analyze Mobile Market sales and loyalty program data to adjust program operations for maximum efficiency and quality of service. You will set responsible policies for the health and safety of customers and staff. You should be unafraid to ask for help or ask questions.

Salary Range: mid to upper 40s, depending on experience, subsidized health insurance, and generous paid time off.

DUTIES include:

- Manage budget and finances in program
- Hire and train seasonal staff
- Oversee Community and Ops manager & overall program
- Develop & maintain key relationships with community orgs, customers, city officials, funding partners
- Ensure smooth operation of effective, impactful Mobile Market including personnel, safety, operations, vehicles and headquarters location and equipment
- Establish market schedules, obtain permits
- Coordinate with colleagues in other programs for cross-program impact
- Operate in accordance with federal and foundation grants
- Manage staff schedule
- Manage program personnel admin including staff schedules, trainings, meetings and payroll

Please respond with a cover letter and resume to info@arcadiafood.org as soon as possible. We will be interviewing on a rolling basis.