

Job Announcement

SEE-LA “Farm to Table” Program Assistant -- Full-time Position to start May 2006

Compensation: \$14-\$16 per hour with full benefits and 401K

Sustainable Economic Enterprises of Los Angeles (SEE-LA), operator of the popular Sunday open-air Hollywood Farmers’ Market, is seeking a dynamic individual to plan and assist with a variety of SEE-LA’s “Farm to Table” program activities, and most significantly, the “Bring the Farmer to Your School” Program.

SEE-LA’s goals are to (1) encourage participants to eat nutritious foods that are economical and culturally appropriate; (2) support small farmers; and (3) promote agricultural and community economic sustainability.

The Farm to Table program provides food and nutrition education through the “Bring the Farmer to Your School” program and “Good Cooking” classes, improves access to fresh produce with “Farm Stands” or mini-farmers’ markets, and promotes healthy food consumption through health fair participation.

The “Farm to Table” Program Assistant, under the direction of the Program Director, will be responsible for carrying out various aspects of program planning and execution. The majority of the Program Assistant’s responsibilities entail coordinating the “Bring the Farmer to Your School Program,” which involves scheduling with more than 100 schools, supervising more than 20 farmers, recording data, designing teaching materials, and acting as a liaison between farmers, teachers, the LAUSD Nutrition Network, and LAUSD.

Responsibilities:

- ❖ Coordinate the LAUSD (Los Angeles Unified), PUSD (Pasadena Unified), and EMUSD (El Monte Unified) Nutrition Network “Bring the Farmer to Your School” programs, which serve over 80,000 students a year, acting as a liaison between the farmers and lead teachers
- ❖ Coordinate Harvest of the Month Program with Pasadena Unified School District
- ❖ Assist with Food Stamp EBT outreach program, and Market Basket Program, and mini-farmers’ markets
- ❖ Assist with health fair participation
- ❖ Assist with outreach, promotion, and maintaining contacts with schools, community organizations, volunteer groups, and others
- ❖ Maintain administrative and evaluative reports of program activities
- ❖ Assist other staff as needed

Requirements:

- ❖ Experience and interest in fresh food access, local certified farmers’ markets, nutrition education, and sustainability
- ❖ Comfortable working with all levels of staff, community groups and local government officials
- ❖ Effective communication and writing skills
- ❖ Must be detail oriented, diplomatic, and very organized
- ❖ Excellent computer skills (proficiency in MS Word, Excel, and Internet is a must)
- ❖ Knowledge of Spanish, both written and verbal, desirable
- ❖ Capable of taking direction, but able to complete tasks with a minimum of oversight
- ❖ Flexibility
- ❖ Capable of working cooperatively and supportively with all staff members, volunteers, etc.

This person will be joining a group of dedicated professionals with a variety of skills, who work together to bring food security, good nutrition, and self-sustainability to urban neighborhoods and to small farmers.

SEE-LA is an Equal Opportunity Employer. Position is open until filled.

Interested applicants should send a resume and cover letter to SEE-LA, Attn: Beth, 6605 Hollywood Blvd. Suite 220 Hollywood, CA 90028, **fax (323) 463-1062** or e-mail beth@farmernet.com. For more information about SEE-LA, see our websites at www.see-la.org or www.farmernet.com.