



## Job Announcement

Date	March 28, 2025
Position	Program Assistant
Program/Department	Community Food Access Program
Employment Status	Part-time, Non-exempt
Length of Employment	Temporary: May 19 – October 31, 2025
Reports To	Community Food Access Program Director
Hours	20 per week
Compensation	\$25.00 per hour

GoFarm is dedicated to racial equity, diversity, and inclusivity. People of color are encouraged to apply. GoFarm is committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a wide range of backgrounds and cultures, including people of color, LGBTQ2S+, women, immigrants and refugees.

Application Deadline	April 13, 2025
Application Process	Email cover letter and resume to Jess Soulis, CFA Program Director at <a href="mailto:jess@gofarm.org">jess@gofarm.org</a>

### About GoFarm

Founded in 2014, GoFarm envisions a local food system that is equitable, resilient, environmentally sustainable, and inclusive. *Our mission is to train and support local farmers, connect people with local agriculture, and increase equitable access to nutrient-rich food grown in Colorado.* Learn more about us at [GoFarm.org](http://GoFarm.org).

### Position Summary

GoFarm is seeking a part-time, temporary Community Food Access (CFA) Program Assistant to work from May 19 – October 31, 2025. The CFA Program Assistant's priority is to ensure a welcoming and positive experience for all GoFarm CFA market customers. The position is responsible for developing and delivering educational material to our community, collaborating with the CFA team to manage mobile markets, and providing administrative support including recordkeeping and market communications and outreach.

### Primary Responsibilities:

#### Mobile Market Coverage

- Manage operations of CFA markets, including:
  - Loading, unloading, and setting up produce and supplies
  - Inventorying produce
  - Adhering to food safety guidelines
  - Tracking sales
  - Handling payments
  - Engaging with customers and providing excellent customer service

- Addressing customer concerns and solving problems as needed, including serving as point person when year-round staff are unavailable
- Cover at least one weekly market shift; serve as a floater for additional market coverage - must be available on Thursdays and Fridays, other workdays to be determined
- Drive GoFarm vans and market truck (not required; training available)

### **CFA Market Educational Programming**

- Create educational materials on topics including the local food system, farmers, nutrition, etc.
  - Ensure recipes are available in Spanish and English (translation assistance provided)
  - Refine systems to distribute and display educational materials
- As schedule allows:
  - Conduct food sampling and cooking demonstrations
  - Provide educational and fun activities for adults and children

### **Program and Administrative Support**

- Provide assistance and support for the following components of CFA & GoFarm programming:
  - Market promotion and communications
  - Recordkeeping for markets and SNAP/discount shares
  - Program evaluation including market surveys
  - Workshops, partner and coalition meetings, and farm tours
  - Photos and content about CFA activities for blog and social media
  - Food receiving, equipment cleaning, and Local Food Share distributions as needed

### **Skills and Qualifications:**

- Excellent customer service and organizational skills
- Knowledge or experience in local food systems, food equity, and sustainable agriculture
- Experience, skills, or interest in developing educational materials
- A commitment to working the entire length of the job period
- Ability to work both as part of a team and individually on tasks and projects
- Flexible, willing to learn, comfortable taking initiative, willing to ask questions when needed
- Familiarity with Google Workspace and/or MS Office
- Ability to communicate with community partners in English, verbally and in writing
- Must have a valid Driver's License and reliable transportation
- Must be committed to diversity, equity, inclusion, and advancing food justice
- Must be 18 or older
- High school diploma or equivalent

### **Bonus!**

- Bilingual and bicultural
- Previous GoFarm intern
- Willing, capable, and comfortable driving a box truck

### **Working Conditions & Environment:**

This position requires a mix of office and fieldwork. The GoFarm staff shares office space and promotes a fun and collaborative team culture. The Program Assistant will have the ability to work remotely on some projects. Fieldwork for CFA staff includes working in person with the public, standing for long periods of time, regularly moving large boxes and crates of produce (up to 50 pounds), and driving to different market locations in Denver, Littleton, and around Jefferson County. CFA staff often work outdoors and are exposed to a variety of weather conditions including heat, cold, rain, snow, and high wind.