Mobile Market Program Coordinator

Arlington Charities is hiring a Mobile Market Program Coordinator. The Mobile Market is an 18 ft. truck that provides healthy produce and other foods to underserved areas around Arlington. Main facility hours are Monday - Friday 8:30 – 1:00 and the Coordinator will avg. 23-25 hours per week, however this position offers a great deal of flexibility to achieve these hours and can utilize both mornings and afternoons and occasional Saturdays. This position reports to the Program Director. 

**Pay:** $24,000 annually

**How to Apply:** email resume’ to casey@arlingtoncharities.org

**Essential Duties and Responsibilities:**

- Develop and maintain community partnerships for distribution locations.
- Share driving responsibilities with volunteer drivers and maintain truck to meet health code requirements.
- Assist volunteers and warehouse staff in loading truck with produce items.
- Assist clients with check in, shopping, and other resource needs such as SNAP enrollment.
- Develop and manage nutrition education materials/presentations for clients.
- Recruit volunteers and provide guidance and training to other employees/volunteers.
- Responsible for recordkeeping and reports.
- Perform miscellaneous job-related duties as assigned.

**Knowledge, Skills, and Abilities:**

- Must have excellent customer service and communication skills, both verbal and written.
- Basic computer skills, knowledge of Microsoft products.
- Ability to develop and maintain community partnerships.
- Ability to perform work involving standing, stooping, and lifting.
- Ability to work outdoors in all weather conditions.

**Requirements:**

- College degree or pursuing. Social work or other social service-related experience preferred.
- Bilingual preferred but not required.
- Experience working in food service or supporting food service preferred but not required.
- Licenses and Certifications: Must have a valid Texas driver’s license and be able to pass background check. Required to complete and pass an online Food Handler’s certification within 60 days of hire date.

**This position is Security Sensitive, therefore, candidates will be subject to a criminal background check.**