



WWW.GORGEGROWN.COM PO BOX 752, HOOD RIVER, OR 97031 P : 541-490-6420 F : 541-386-1203

**Gorge Grown Food Network  
Mercado del Valle & Latinx Outreach Manager  
Position Description**

**DIVERSITY STATEMENT FOR HIRING**

Gorge Grown Food Network is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability status, protected veteran status or any other characteristic protected by law. We have a commitment to diversity, equity and inclusion in our work and create opportunities to interact with people who live, think, act, and speak differently than ourselves.

**Approximate start date:** May 1, 2018 (may be negotiable for the right candidate)

**Worksite Location:** time split between Gorge Grown's office, Downtown Odell, and from home as position allows

**Work Schedule:** 13 hours/week from May- December 2018; possibility to combine with other open positions at Gorge Grown Food Network or other partner organizations for the right candidate to create a full-time position

**Salary Range:** \$15/hr

**Reports to:** Hood River Farmers Market Manager, Executive Director

**Will be trained by:** Hood River Farmers Market Manager

**MERCADO DEL VALLE BACKGROUND**

Beginning in June of 2014, Mercado del Valle has become a community event and marketplace held every other week in the heart of Odell. Mercado, created by and for the people, brings together the residents of Odell and surrounding communities around live music, the gorgeous produce from local farmers, and community-sponsored activities. Now in its fifth year, Mercado del Valle is a common meeting place for many community partners to host a vibrant market containing much more than food alone. Mercado del Valle is held June through October on the first and third Thursday of the month from 4:00pm to 7:00pm in Downtown Odell.

**POSITION OVERVIEW**

We are seeking a Mercado del Valle & Latinx Outreach Manager with a deep familiarity with the Latinx community in Odell and surrounding areas that will be necessary to grow Mercado into a more vibrant and well-attended event. Someone friendly, passionate about social justice for the Latinx community, and eager to learn is a great candidate for this position. Familiarity with growing or eating local food is a plus!

**RESPONSIBILITIES**

Detailed manuals and training will be provided upon hiring. This list details the minimum responsibilities of the position.

**Latinx Outreach and Engagement:**

- Engage community partners who would be a good fit for hosting a booth or activity at Mercado

- Building and maintaining relationships between Gorge Grown and local agencies serving the Latinx community
- Attend community meetings related to improving the health and wellbeing of Latinxs in the Gorge
- Build and maintain community relationships with farmers, businesses, city government, volunteers, FISH food bank, community groups, etc.

#### **Market Operations:**

- Treat vendors and customers with courtesy, respect, and diplomacy
- Coordinate, direct, orient new vendors, community table participants, community groups, children's programming and musicians
- Be informed on Oregon Department of Agriculture and Hood River County Health Department rules and Gorge Grown Farmers Market guidelines, and ensure these rules are followed
- Build community relationships with farmers, inspectors, businesses, city government, nonprofits, OSU Extension agents, food banks, charity groups, farmers market volunteers etc.
- Work closely with Farmers Market Manager to track all required Mercado data accurately
- Be informed about SNAP, WIC, Veggie Rx and other supplemental nutrition program
- Communicate food access programs and market token use accurately to customers and vendors
- Communicate with and inform market vendors on market guidelines and rules
- Coordinate volunteers and/or community partners wanting to host a booth at Mercado
- Promote the market through various media outlets (Gorge Grown social media accounts, local newspapers, radio station, etc.)
- Oversee customer counts each market day and periodic dot surveys to assess the level of growth in market usage and collect market data
- Maintain vendor records including contact information, licenses and permits
- Prepare Mercado site: including sandwich board use, INFO booth set-up, Mercado programming materials
- Maintain a clean and safe Mercado site and ensure facilities, equipment and utilities are in working order at the end of each market
- Secure location for Mercado site in 2019
- Work with the staff to define market policy and to plan for further development of the market
- Work with staff to annually update application process and market policy processes

#### **REQUIRED QUALIFICATIONS**

- Attention to detail, particularly regarding financial records
- A high-energy, friendly attitude
- Ability to lift and maneuver at least 50 lbs., equipment available to ease task and ensure safety
- High Proficiency in Spanish, both orally and written
- Basic proficiency in English, both orally and written
- Passion for serving the Latinx community
- Strong interpersonal skills to work with Mercado partners and Gorge Grown staff
- Friendly attitude and willingness to build new relationships
- Creativity and enthusiasm

#### **COMPENSATION**

This is a part-time position working approximately 13 hours per week at a rate of \$15/ hour. This position may be combined with other open positions with Gorge Grown Food Network or other partner organizations for the right candidate to create a full-time position. This position also provides a very

flexible office-hour schedule including the ability to work from home part-time. This is currently a seasonal position ending in December but we hope to secure funding to make this a year round position.

**START DATE**

Candidate will ideally begin on May 1, 2018. This date may be negotiable for the right candidate. Because Mercado begins in June, Gorge Grown staff is already working to plan the details for the 2018 Mercado season.

**APPLICATION INSTRUCTIONS**

We are soliciting nominations and expressions of interest immediately. A nomination, or application (current resume, letter of interest, and references) should be sent electronically by March 19th, 2018 to [communications@gorgegrown.com](mailto:communications@gorgegrown.com). Make sure to include any pertinent experiences including professional and personal experiences that are relevant to this position.

**OPEN POSITIONS WITH GORGE GROWN FOOD NETWORK**

- Veggie Rx Program Manager: 20 hours/ week, applications due March 19, 2018
- Assistant Farmers Market Manager: 9 hours/ week, applications due March 19, 2018
- Mercado del Valle Manager & Latinx Outreach Coordinator: 13 hours/ week (May – December), applications due March 19, 2018
- Columbia Gorge Gleaning Project Manager: 30 hours/ week (August – November), details will be published soon