



Title: Project Specialist

Division: Asian Pacific Islander Forward Movement (APIFM)

FLSA: Non-Exempt

Supervisor: Program Manager

Pay Rate: \$17.00/hr

Hours: Part-time 24 hours per week

SUMMARY

Asian Pacific Islander Forward Movement (APIFM) is a division of Special Service for Groups (SSG), a non-profit health and human service organization dedicated to building and sustaining community-based programs that address the needs of vulnerable communities. APIFM's mission is to cultivate healthy, long-lasting, and vibrant Asian and Pacific Islander communities through grassroots organizing.

We are looking for a part-time sales person to increase the number of workplace clients for our Roots Community Supported Agriculture (Roots CSA) Program and expand our wholesale produce distribution operations. APIFM has established a local distribution hub called Food Roots (www.foodroots.co) which connects local and sustainably grown Asian specialty foods to communities and businesses in the greater Los Angeles area while supporting Asian American small farms and other farmers of color in California. This program is designed to help improve and increase access to more fresh, healthy, and culturally relevant foods to communities across L.A. Under the direct supervision of the APIFM Program Manager, the Project Specialist will be responsible for:

ESSENTIAL FUNCTIONS

- Outreaching to potential clients to build, grow, and develop the Food Roots customer base.
- Achieving sales goals and bringing on new clients for Food Roots.
- Checking in with Food Roots farmers weekly to verify produce availability and pricing.
- Updating, maintaining, and creating content for Food Roots social media and website.
- Developing and designing marketing campaigns to increase sales.
- Developing and maintaining relationships with Food Roots clients, Food Roots farmers, community members, and partner organizations.
- Working with the Program Manager to determine where additional support is needed.

SECONDARY FUNCTIONS

- Weekend work may be required.

MINIMUM QUALIFICATIONS - Knowledge, Skills and Abilities Required

- Experience in retail/sales and customer service.
- Must possess excellent interpersonal and communication skills.
- Must possess excellent writing and organizational skills.



- Must be able to work well with a wide range of multicultural/diverse groups and individuals including clients, farmers, coworkers, community members, interns/volunteers, and staff from various agencies.
- A High School diploma.
- Must have a valid California driver's license, proof of insurance, and a reliable source of transportation.
- Verification of Employment Eligibility and Background Check required.

NON-ESSENTIAL QUALIFICATIONS - Knowledge, Skills and Abilities

- Experience with wholesale produce distribution or in the food service industry is a plus.
- Ability to speak Mandarin, Korean, Vietnamese, Hmong, or Spanish preferred.
- Ability to use Adobe Suite (Photoshop/Illustrator) for marketing/graphic design preferred.

HOW TO APPLY

Please submit your cover letter, resume, and 2-3 references to Kyle at kyle@apifm.org. Please no phone calls or inquiries about this position.