



Sourcing & Operations Associate

Full Time, up to 40 hrs/week; Non-exempt, \$30/hr

Last updated: May 2026

Position Overview

The Sourcing & Operations Associate reports to the Operations Manager of Mandela Produce Distribution (MPD). The Associate provides operations and outreach support across MPD's food access programs, with a focus on supporting Wholesale and Fresh & Free. MPD is Mandela Partners' community-based food hub in West Oakland, increasing access to local, sustainably grown produce while supporting the economic success of small-scale BIPOC farmers. This role is approximately half "behind-the-scenes" at our West Oakland food hub, assembling produce orders for customers, and half in the community, representing Mandela Partners through produce pick-ups from farmers and deliveries to organizational partners and local businesses.

Key Areas of Responsibility

Produce Order Pick Ups (20%)

- Travel to farmers' markets on Saturdays to pick up orders from farmers
- Review orders to ensure amounts and quality
- Bring orders to MPD's warehouse for storage, separation, and order assembly

Produce Order Assembly (30%)

- Assemble orders for Wholesale customers and Fresh & Free program partners at MPD's warehouse
- Provide comprehensive quality control and attention to detail, ensuring fulfillment accuracy

Produce Order Delivery (20%)

- Deliver produce orders to businesses and organizations across Alameda County
- Engage with customers and partners in a positive and professional manner
- Provide timely and thorough communication of order issues, customer feedback, and other key information to the MPD team

Support Wholesale Outreach & Business Development (15%)

- With close support from the General Manager of Mandela Produce Distribution, conduct research and outreach to prospective wholesale customer partners
- Support coordinator with planning & preparation for outreach, including assisting with updating and collecting materials



- Represent MPD at outreach events and in person at prospective customer businesses

Warehouse Operations (15%)

- Contribute to the safe, clean, and efficient operations of the warehouse by ensuring consistent implementation of the Warehouse Food Safety and Operations Manual and Standard Operating Procedures
- Provide coverage for absent team members as needed in produce sourcing/receiving, order coordination, assembly, and fulfillment
- Support with other duties as needed

To Be Successful in this Role, You Have:

Minimum Qualifications

- Demonstrated commitment to the mission and values of Mandela Partners
- Enthusiasm for and comfort with working with people of diverse backgrounds
- Openness to giving and receiving feedback, with a learning orientation and growth mentality
- Comfort with navigating disagreement or conflict with care and diplomacy
- Excellent interpersonal and customer service skills
- Comfort working in a warehouse environment, lifting/carrying 50 pounds with or without assistance, and spending up to 6 hours per day on your feet
- A valid driver's US license and clean driving record
- A collaborative team-orientation, with the ability to complete tasks independently
- Excellent attention to detail and commitment to excellence in your work

Preferred Qualifications

- Bilingual Spanish speaker a plus, but not required.
- Experience driving a cargo van (or willingness to learn; training to be provided)
- Existing knowledge of local produce or enthusiasm to learn
- Experience with business development and sales
- Experience conducting outreach and representing a mission-driven organization to the public at events

Compensation & Benefits

Full-time with a maximum of 40 work hours per week, \$30/hr. This position is classified as non-exempt and therefore is eligible for overtime pay.

Benefits include sick time, vacation time, and holiday pay, prorated based upon the percentage of full-time employment worked, and in accordance with California state law.



Mandela Partners also provides unique benefits that support work-life balance and professional growth. Our offices close for a week in June in observance of Juneteenth and at the end of the year. All staff receive a professional development stipend, are invited to a weekly paid team lunch on Thursdays, and have access to at-cost pricing on wholesale produce, as well as a 50% discount on weekly produce boxes.

Schedule & Location

This position is primarily on-site at our food hub warehouse in West Oakland. Up to 8 hours of work on Saturdays is required to visit farmers' markets.

About Us

Mandela Partners is a non-profit organization based in Oakland, CA that works in partnership with local residents, family farmers, and community-based businesses to improve health, create wealth, and build assets through local food enterprises in limited-resource communities.

Mandela Partners is an equal opportunity employer and makes employment decisions on the basis of merit and job performance. Mandela Partners policy prohibits discrimination based on sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, national origin, ancestry, religious creed (including religious dress and grooming), sexual orientation (including heterosexuality, homosexuality and bisexuality), age (40 and over), marital status, military or veteran status, genetic characteristic or genetic information, physical or mental disability, medical condition, reproductive health decision making, or any other characteristic protected by federal, state or local laws.

How to Apply

Please email your resume and cover letter to jobs@mandelapartners.org with "*Sourcing & Operations Associate*" in the subject line.

If you would like to request an accommodation in the application process, please email jobs@mandelapartners.org.