



Native Seeds/SEARCH
Seed Fulfillment Associate
450 hours (approx. 15-20hrs/week)
Term: October 2026 - April 2027

Service Location: 3584 E. River Road, Tucson, AZ 85718

Supervisors:

Amy Smith (asmith@nativeseeds.org)

[Click here to apply!](#)

I. Organizational Purpose and Background

Native Seeds/SEARCH (NS/S) is a non-profit that conserves and promotes the food and farming traditions of the Desert Southwest. The NS/S seed bank stewards a collection of arid-adapted, open-pollinated crop seeds that have cultural roots in over 50 Indigenous and other communities in the U.S. Southwest and Mexico.

The Rillito Farmers' Market Support Associate will play a key role in maintaining Native Seeds/SEARCH's contributions to the Rillito Farmer's market.

The AmeriCorps volunteer will be responsible for:

- **Work Sunday's at Heirloom Farmers Market Rillito Park:**
 - Work Farmer's Market selling seeds, plants (when appropriate) and a limited amount of food products; share information on NS/S programming.
 - Transport, set up, tear down and operation of farmer's market stall
 - Assist in drafting reports
- **Help with Distribution and Order Fulfillment**
 - Pick seed orders from seed bank and prepare for fulfillment
 - Pack orders and ship according to distribution standards and operations
 - Pick up and transport orders from warehouse to conservation center
 - Organize orders and troubleshoot missing or incorrect items
 - Occasional warehouse work such as organizing, sorting, facing products and labeling
- **Support Native Seeds/SEARCH Plant Sales**
 - Manage signage and general plant set up day of the sale
 - Assist customers with questions
 - Assists in the setup and tear down

II. Project Focus Areas and Activities

- A. Community Needs Assessment:** The AmeriCorps member will evaluate the site's programs and services by engaging with stakeholders and conducting assessments, such as a SWOT analysis, to identify strengths and areas for growth. They will compile and present findings with recommendations to site leadership for consideration.
- B. Resource Distribution:** The AmeriCorps member will support the effective distribution of resources by assessing needs, identifying gaps, and coordinating logistics to ensure access.
- C. Outreach:** The AmeriCorps member will assess current outreach efforts and support the site's plans for community engagement, such as developing marketing materials, collecting feedback from community stakeholders and beneficiaries, and working with community partners.
- D. Evaluation:** The AmeriCorps member will assess the efficacy and efficiency of ongoing programs and services to beneficiaries; assess program impact; and make recommendations for improving programs based on evaluation results.

III. Requirements and Benefits

A. Education, Skills and Abilities

- 17 years or older, no upper age limit. All ages are welcome and encouraged to apply
- Interest in or knowledge of native plants, farming, agriculture, gardening or local food systems
- Prior customer service experience; experience in sales
- Proficient with computer systems and Point of Sale systems (Square, Shopify, etc)
- Ability to lift 30-50 lbs
- Current driver's licence
- Demonstrated ability to work independently and in a team setting in a consistent, energetic, positive manner
- Access to reliable transportation
- Ability to work outdoors in extreme weather conditions (i.e. 100F+ in summer)

B. AmeriCorps State Member Benefits

- Living Allowance (\$6,750.00)
- [Segal Education Award](#) upon successful completion of service hours (\$1,956.35)
- Certificate in Civic Leadership and Service through Prescott College
- Team support and coaching
- Did you know you could earn in-state tuition for serving as an AmeriCorps member? [Find out more here!](#)