



Market Assistant

Columbia Farmers Market has been a staple of Columbia's local food economy since 1980. The mission of Columbia Farmers Market is "to provide both the local farmer and consumer a reliable, regulated marketplace for the direct exchange of high quality and safe food." Our market is a "producer only" market and one of the premier locations for locally grown food in mid-Missouri. Markets are held every Saturday morning year-round, additional weekday Tuesday and Thursday markets are held May-October. A small staff and a volunteer Board of Directors run Columbia Farmers Market. The market is mainly funded by vendor fees and supplemented by government grants. For more information visit columbiafarmersmarket.org.

Supervisor: Executive Director, Corrina Smith (manager@columbiafarmersmarket.org)

Hours/Week: Part-time, 6-7 hours per week. This is a year round, part-time position. Hours may range during seasons and depending upon experience.

Days and Hours: Saturdays from 6:30 am-12:30pm.

Compensation: \$11/hour depending on experience, opportunity for advancement, no benefits included.

Job Description: The Market Assistant will set up, operate and breakdown the market's information center (The Oasis) and market's educational booth (The Greenhouse). Main responsibilities are to sell market tokens and merchandise; assists SNAP customers, answer customer inquiries and work alongside Assistant Market Manager. The person in this role will be able to develop meaningful relationships with people from many different walks of life and backgrounds and should be able to effectively communicate their passion for farmers markets therein.

Qualifications

- Lift 40 lbs. and able to be on feet for 6+ hours.
- Must be available to work Saturdays from 6:30 am – 1:00 pm.
- Ability to work in an often fast-paced environment
- Comfort adjusting to variable work conditions (i.e. all weather types) and changing priorities
- Strong intrapersonal and communication skills
- Adept at establishing and maintaining strong and respectful professional relationships, pleasant demeanor
- Outstanding customer service skills
- Good problem solving skills
- Proficient math skills
- Effective time management skills and ability to accomplish work related duties with minimal supervision
- Ability to work with individuals and groups of diverse backgrounds
- Proficient utilizing Apple devices.
- Proficient in Microsoft Word and Excel
- Preferred background/knowledge in local food systems and/or community programs

Education Level: High school diploma or GED equivalent or greater. Must be 18 or older.

Please send a cover letter and resume to: manager@columbiafarmersmarket.org.



P.O. Box 10012
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