



## **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 a space for our vibrant community of growers, producers, and makers by supporting, educating, and expanding sustainable mid-Missouri agriculture. By facilitating this community resource, we strive to strengthen relationships between local food producers and food consumers by educating, nourishing, and making local food accessible for all people in our community."* 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, and Wednesdays are held May 24 - September 27. 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](http://columbiafarmersmarket.org). **Please send a cover letter and resume to: [manager@columbiafarmersmarket.org](mailto:manager@columbiafarmersmarket.org).**

**Supervisor:** Executive Director, Corrina Smith ([manager@columbiafarmersmarket.org](mailto:manager@columbiafarmersmarket.org))

**Hours/Week:** Part-time, 6-7 hrs./wk. This is a year round, part-time position. Hours may range during seasons and depending upon experience. This is a year-round, part-time position. Hours may range during seasons and depending upon experience. Depending on experience additional hours may include social media, community engagement, and the Wednesday Market.

**Days and Hours:** Summer: Saturdays from 6:30 am-12:30 pm, Winter: Saturdays from 7:30 am - 12:30 pm, potential Wednesday hours from 2:00 pm-7:30 pm

**Compensation:** \$12.50/hour depending on experience, opportunity for advancement, no benefits included.

**Job Description:** Market Assistants will set up, operate and breakdown the market. This includes heavy signage, trash, tables, safety supplies, tents, the market's information center (The Oasis), market's educational booth (The Greenhouse), etc. Main responsibilities are to sell market tokens and merchandise; assists SNAP customers, answer customer inquiries and work alongside the Assistant Manager. Depending on experience additional roles may include assisting management with social media, community engagement (tabling events, presentations etc.), and the working the Wednesday Market. The person in this role will be able to develop meaningful relationships with farmers, producers, customers and CFM staff, 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 interpersonal 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 Office, Google Docs and Google Sheets.
- Comfortable with large groups of people
- Preferred background/knowledge in local food systems and/or community programs
- Must be able to pass a background check
- High school diploma or GED equivalent or greater. Must be 18 or older.



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