



Market Assistant

Columbia Farmers Market has been a staple of Columbia's local food economy since 1980. The mission of Columbia Farmers Market is "a space for our vibrant community of growers, producers, and makers by supporting, educating, and expanding sustainable mid-Missouri agriculture." 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 a Wednesday Market is held early summer - early fall. A small staff and a volunteer Board of Directors run Columbia Farmers Market. The market is mainly funded by vendor fees and supplemented by sponsorship, fundraisers, and grants. For more information, visit columbiafarmersmarket.org.

Supervisor: Executive Director, Assistant Manager, Lead Market Assistant

Hours/Week: Part-time, 5-12 hrs./wk. This is a year-round, part-time position. Hours may range during seasons and depending upon experience.

Days and Hours: Summer: Saturdays from 6:30 a.m. to 12:30 p.m.; Winter: Saturdays from 7:30 a.m. to 12:30 p.m. Additional hours may include Wednesday, 3 p.m. to 7:30 p.m. (early summer through early fall), monthly staff training, farm visits, special market events, and community events/tabling opportunities.

Job Description: The Market Assistant will set up, operate, and break down the market's information center (The Oasis), as well as help set up and break down the rest of the market. The primary responsibilities are selling market tokens and merchandise, assisting food access program customers (SNAP, WIC, SNAP matching programs, Produce Prescription Program, and Good Food Detective's Club), answering customer inquiries, and working alongside the Assistant Manager and Lead Market Assistant. The person in this role will be able to develop meaningful relationships with people from many different backgrounds and should be able to effectively communicate their passion for local food systems and farmers markets therein.

Qualifications

- Lift 40 lbs. and able to be on feet for 8+ hours.
- Must be available to work Saturdays from 6:30 am – 1:00 pm and attend monthly trainings. Additional hours may be available.
- 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 and a pleasant demeanor
- Outstanding customer service skills
- Good problem-solving 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



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- Proficient in utilizing Apple devices
- Proficient in Microsoft Word, Excel, and Google Workspace
- Preferred background/knowledge in local food systems, agriculture, customer service, and/or community programs

Requirements

- High school diploma or GED equivalent or greater. Must be 18 or older.
- Successfully pass a background check.

Compensation and Benefits

- Compensation: \$15.00/hour, depending on experience.
- Earned "Work Perks" dollars to spend with Columbia Farmers Market vendors after 6 months of employment.

Please submit your application at columbiafarmersmarket.org/how-to/work-for-cfm.

For questions, please contact us at manager@columbiafarmersmarket.org.

Columbia Farmers Market is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression or any other characteristic protected by applicable federal, state, or local laws and ordinances.



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