

## Position Description: Northern Liberties Farmers Market Associate, Part-Time, Year-Round (Philadelphia)

<b>Position:</b> Northern Liberties Farmers Market Associate, Part-Time, Year-Round	<b>Department:</b> Farmers Market Program
<b>Reports to:</b> Farmers Market Manager	<b>FLSA Status:</b> Non-Exempt
<b>Revised:</b> March 2023	<b>Classification:</b> Part-Time

### Position Summary

The Food Trust runs several farmers markets throughout the city, and we are seeking an outgoing, friendly, energetic, committed individual to support the opening of a new, year-round market in Northern Liberties. The Associate will assist with market planning, community outreach and will oversee market operations, including operation of a wireless point-of-sale system and related administrative tasks.

### Essential Functions

- Support planning, promotion and outreach for the Northern Liberties farmers market.
- Oversee assigned farmers market with attention to detail, including setting up tables and promotional materials and breaking them down at the end of the day.
- Provide customer services at the farmers market, including helping customers use their SNAP-EBT cards; handing out Food Bucks coupons; encouraging participation in market activities (like cooking demonstrations and sponsors), and answering questions.
- Interact with and assist farmers, vendors, sponsors, volunteers, and community partners at the farmers market.
- Represent The Food Trust at the farmers market by creating a welcoming environment.
- Complete weekly paperwork and administrative tasks.
- Attend farmers market team meetings and trainings and provide feedback to help us continually improve the market experience throughout the season.

### Non-Essential Functions

- Adhere to The Food Trusts' security guidelines and ensure the appropriate handling of sensitive information.
- Attend relevant staff meetings and trainings to promote communication and execution of goals.
- Complete special projects specific to the function of the department or as needed for the department as directed by the supervisor.
- Other duties as assigned within the scope of position expectations.
- Adheres to all The Food Trust and departmental policies and procedures.

### Knowledge, Skills and Abilities

- Understanding of The Food Trust's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.

- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- Knowledge of the concepts with cultural competencies and utilizes this information for the enhancement of programming, and ability to communicate and foster relationships with a diverse group of individuals.
- Ability to travel in and around assigned communities.
- Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external partners and community members.
- Flexibility to work varying hours, including evening hours and weekends

### **Experience, Education and Licensure**

**Minimum Experience:** 0-1 year of related experience in a community outreach or organizing setting or some sort of customer service role preferred. Candidates living in close proximity to the farmers market are strongly encouraged to apply.

**Minimum Education:** High School Diploma or GED.

**Language:** Spanish speakers are encouraged to apply.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee will frequently stand and walk to/from or while coordinating Farmers Market activities; the employee will on a daily basis sit, use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
- The employee must lift and carry up to 50 pounds of program materials and other related documents while assisting with market set up and breakdown.
- Operate related office equipment/technology and use necessary tools.
- Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate, but may depend on the location.
2. Work is primarily conducted at community sites that will require travel on a regular basis.
3. Programming will frequently occur outside, including in the cold, heat, wind, rain and other weather conditions. Farmers Markets are all-weather, outdoor events. Market Associates are exposed to temperatures common in Philadelphia during winter, spring, summer and fall. Some tented shelter is available from the sun and rain at all markets but at times exposure is unavoidable while working at a farmers market. Market Associates are expected to check the weather and dress accordingly since temperatures can vary widely from start to finish of market.
4. Air quality may depend on location. In general, air quality in Philadelphia can be poor on the hottest and most humid days of the year.
5. Lighting is very good for most of the year and adequate at a handful of markets towards the end of the season at the end of the day.
6. Position may require occasional trips to attend conferences, seminars, and meetings.
7. Requires working non-traditional hours based on operational needs.

*Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

### **How to Apply**

Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference "Northern Liberties Farmers Market Associate" in the subject line.

*The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.*