



Job Description

Program: New Bedford Farmers Market

Position: Operations Assistant

Organization Information:

Coastal Foodshed's mission is to make it easier for people to buy local food and for farmers to sell it to the community. We accomplish this mission through our three programs: New Bedford Farmers Markets (NBFM), Mobile Farm Stands (MFS), and Learn to Love Local (LLL) cooking education. Now more than ever, our mission is so critical.

Position Summary:

Coastal Foodshed is seeking a part-time, seasonal Farmers Market Operations Assistant to work with the Manager to operate New Bedford Farmers Markets at the three outdoor markets, to help build relationships with customers and vendors, ensuring local products meet market guidelines, and collecting valuable data to help grow and improve the markets.

There are three outdoor markets from June 29th-October 31st which operate on Mondays (2-6pm), Thursdays (2-6pm), and Saturdays (10-2pm). The position requires reliable transportation. The position also requires lifting loads weighing up to 50 lbs.

Responsibilities include, but are not limited to assisting with:

- Operate and manage the opening/closing of markets; including the Market Information Booth to provide general market education and SNAP/HIP information to consumers and vendors
- Set up marketing equipment to visibly enhance the markets and surrounding areas via flags, yard signs, a-frames, etc.
- Process token transactions at market using the EBT terminal and manage token system reimbursement with vendors at the end of the market; collect various sales metrics from vendors at the end of each market day
- Ensure vendors are adhering to the Vendor Handbook and enforcing these policies and procedures when necessary
- Collect data/feedback from customers/vendors at market (i.e. surveys) or directing market staff to assist in collection.
- Conduct outreach at community events; canvassing neighborhoods to promote the markets and SNAP/HIP.

Qualifications & Requirements:

- Exceptional interpersonal and customer service skills strongly recommended
- This position requires the employee to interact with persons of various socio-economic backgrounds, farmers, and the general public
- Being multilingual is strongly encouraged (English, Spanish, Creole Portuguese)
- Experience in food and agricultural industry desirable or a willingness to learn
- Comfortable with technology and experience with iPads
- Ability to complete tasks in a timely and accurate manner and the ability to work both as a team and independently
- Ability to enforce policies and procedures
- Must be able to bend and lift loads, up to 50 pounds.
- Ability to complete tasks in a timely and accurate manner and the ability to work both as a team and independently
- Must possess a valid driver's license with good driving record
- This position requires reliable transportation
- This position may require weekend work and early morning or late evening work

Compensation and Commitment:

This is a non-exempt, hourly part-time (20 hrs/week) position from July- October and compensation is dependent upon experience \$14-\$16/hr. No health or retirements benefits at this time. We do provide free and discounted wholesale produce, trainings, and an experience to be a part of a growing organization working to improve our local food system!

How to Apply

Please send a cover letter, resume, and three references to Stephanie Perks via email stephanie@coastalfoodshed.org *Farmers Market Operations Asst.* as the subject line. Direct questions to Stephanie via email or by calling 508-259-2647

Coastal Foodshed is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.