



**Job title:** Hillsboro Farmers' Markets - Market Coordinator

**Reports to:** Hillsboro Farmers' Markets Executive Director

**Status:** Hiring Immediately, Part-time, non-exempt

**Compensation:** \$23/hr

**Season runs:** April 27th - Oct. 27th

We are looking for a few Market Coordinators to run one or more of HFM three markets. Must have availability for the entire market season. Markets are as follows:

**Sundays, 6am-3pm / Saturdays, 7am-4pm / 2nd Wed. of the month, 2pm-9pm**

## **Job Responsibilities:**

### **Pre-Season:**

Attend an orientation/training session. Help prepare the market for the season by doing projects such as cleaning the market site, hanging market flyers, etc.

### **Market Day Logistics:**

- Build and maintain positive relationships with community members, customers, volunteers, vendors, and potential vendors; accurately answer questions.
- Assist the Executive Director in communicating with vendors who have past due booth fees, helping them update their information in the payment software.
- Communicate space assignments to vendors: help mark the stall spaces with spray chalk before the vendors arrive and help resolve any disputes over space that may arise.
- Assist vendors with token and voucher processes.
- Help set up and break down market canopies, tables, signs, traffic control, and other market day items. **Note: must be able to lift 50 lbs.**
- Help maintain a clean market site, including cleaning the portable restroom (if applicable) & trash removal.
- Learn about SNAP/EBT and other supplemental nutrition programs; explain these programs to customers.
- Support the market's SNAP/EBT program and transactions at the Farmers Market Information Booth.
- Sell HFM merchandise at the Farmers Market Information Booth.
- Enforce market rules.
- Handle emergencies, complaints, and customer requests with patience and diplomacy.

- Help conduct customer counts each market day and administer occasional customer surveys.
- Ensure that all facilities, equipment, and utilities are in working order; communicate issues to the Executive Director..
- Help the Executive Director supervise the Farmers Market intern(s) and market volunteers who work with us over the course of the season.
- Learn and grow confidence in daily market operations with the goal of serving in a leadership role.
- Other duties as assigned by the Executive Director.
- Have fun and interact with our community at the Hillsboro Farmers' Market!

### **Qualifications & Expectations:**

- Must be 18 or older to apply.
- Understanding or lived experience of the diverse communities here in Hillsboro.
- Experience working at events or in busy environments.
- Reliable, responsible, and ethical.
- Self-motivated to find & accomplish tasks without being asked.
- Collaborative & works well with others.
- Excellent verbal communications and customer service skills.
- Demonstrated ability to work independently and proactively.
- Excellent arithmetic skills; aptitude and proficiency for making change, petty cash reconciliation, and basic math functions.
- Comfort and experience with technology, particularly POS systems and Google Forms, Microsoft Apps.
- Must have valid driver's license and be comfortable driving market truck to onsite locations.
- Enjoy working with and serving people of diverse economic backgrounds, ages, cultures, races, genders, sexualities, and experiences.
- Commitment to social justice, food security and/or community development.
- Ability to lift up to 50 lbs., squatting, reaching, walking for extended periods of time, and moving market equipment; comfort and preparation for working outdoors in varying weather conditions including heat, cold, & wind.
- Has a working phone.
- Bilingual in Spanish is preferred but not required.

***Studies have shown that women, non-binary people, and Black, Indigenous, and other people of color are less likely to apply for jobs unless they meet all the qualifications listed. HFM considers lived experience and transferable skills as qualifying unless an item is labeled as required. We are most interested in finding the best candidates for the job, and that candidate may be one who comes from a less traditional background. We encourage you to apply.***