



## Bellingham Farmers Market

### **Market Assistant**

*2023 Job Description*

#### **GENERAL DESCRIPTION**

**This is a great job for a college student or anyone with an interest in food-access, market-farming, or community engagement!** The Market Assistant is a seasonal role, responsible for day of support of the weekly Bellingham Farmers Market on Saturdays.

The Saturday market is at Depot Market Square in the heart of downtown Bellingham. It is an outdoor venue located at 1100 Railroad Ave, Bellingham, WA. The Saturday farmers market is open to the public from 10 am – 2 pm. The Saturday Market can host up to 100 vendors including farmers, food artisans and crafters. The market is a highly organized, bustling place for local commerce.

The Market Assistant reports directly to the Market Manager. The Market Director also provides supervision and support as needed.

#### **SCHEDULE AND HOURS**

The Market Assistant works every Saturday during the market season, April 1 through December 16. Market Assistants work approximately 7.5 hour per week, 7:30 am – 3:30 pm with a half hour lunch.

#### **COMPENSATION AND BENEFITS**

Pay is \$18/hour. This position will accrue WA standard paid sick leave at a rate of 1 hour per 40 hours worked.

#### **KEY RESPONSIBILITIES**

The Market Assistant will help run our Information Booth including our food access programs. This is a highly public facing position. The person must be comfortable engaging all members of our community with great communication skills, customer service abilities, and patience.

Additionally, the Market Assistant responsibilities include the following:

- Placement of signage around market and nearby areas
- Set-up, clean-up and teardown of garbage totes, benches, canopies, Info Booth, etc.
- Answer questions from customers and the public
- Use of electronic SNAP EBT machine and laptop to administer food access programs
- Ability to lift 50lbs and work during inclement weather conditions
- Provide support of occasional special events on market days
- Tracking and recording merchandise sales at Info Booth

#### **HOW TO APPLY:**

Send letter of inquiry and resume to [lora@bellinghamfarmers.org](mailto:lora@bellinghamfarmers.org). Tell us why you are interested in working for the Bellingham Farmers Market. Put "MARKET ASSISTANT APPLICATION" in email subject line.

Approximate start date: As soon as possible, around May 6.

To learn more about our organization, visit [bellinghamfarmers.org](http://bellinghamfarmers.org)