



## Job Description: **Market Assistant**

Farm Alliance of Baltimore - January 2024

### **Position:**

[The Farm Alliance of Baltimore](#) (FAB) seeks a part-time Market Assistant to lead our collective marketing program, runs our stand on Saturdays at the 32nd Street Waverly Farmers Market, and makes deliveries.

### **Responsibilities:**

- Lead the market stand, and be the primary representative of the FAB mission, members and programs
- Make deliveries with Farm Alliance vehicle, communicate and receive farm products, keep accurate inventory and sales records, handle cash safely, and complete a weekly market report.
- Lead, manage and communicate staffing with volunteer farm member representatives.
- The Market Assistant reports to the Programs Manager and works closely with the Black Butterfly Farm team and Farm Alliance staff and members.

### **Scope of work:**

- Be on time and communicate with market worker(s) and FAB staff
- Deliver produce for the Black Butterfly Farm with the FAB vehicle.
- Receive, pack and complete deliveries for Black Butterfly Teaching Farm
- Manage supplies and maintain a clean refrigeration and processing space following our standard operating procedures.
- Create content to promote the market, member farms and products weekly via social media and our monthly newsletter.
- Communicate with FAB members that participate in the Market program regarding delivery, inventory, quality control, scheduling, and any other pertinent information.
- Prepare for, work, and clean up after the Waverly Farmers Market. This includes organizing leftover produce for donation and/or pick up by farmers and returning market inventory to cold storage.
- Ensure inventory sheets are completed accurately, payment methods are recorded and return cashbox to FAB office at the end of each market.
- Lead monthly FAB Market Committee meetings
- Communicate with Waverly market managers on Saturday as needed

**Skills and Qualifications:**

- A valid driver's license held for at least one year and a clean driving record
- Sales experience handling cash and operating electronic POS systems
- Excellent customer service experience with provided references
- Ability to communicate effectively with a diverse and wide range of people
- Consistently available Fridays and Saturdays throughout the year
- Commitment to the [mission and values](#) of the Farm Alliance of Baltimore
- Experience growing and/or marketing produce is a plus
- Pass a background check

**Physical Demands & Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- This position will work outdoors. The applicant must be able to work outside in all weather conditions with a positive attitude.
- Physical stamina, physically able to lift up to 50lbs and stand for extended periods
- Accessibility information to FAB office, requires 2 flights of stairs

**Position Terms & Compensation:**

This is a part-time position totaling up to 30 hours per week. The hourly rate is \$22-25 depending on applicable experience. Candidates must be available Thursdays, Fridays and Saturdays from 5:30am-1:30pm.

**Benefits:**

Free produce as available. Access to Black Butterfly Urban Farming Academy field day workshops and classes. \$100 gear stipend and \$100 professional development budget to be used for position-related learning experiences and/or resources.

**To Apply:**

Applications open on January 22, 2024. To apply, fill out our [online application](#). Position will be open until filled. Ideal start date is March 1, 2024.

**EEO Statement:**

The Farm Alliance of Baltimore does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.