



## **Assistant Farmers Market Manager**

CitySeed, New Haven, CT

CitySeed's mission is to engage the community in growing an equitable, local food system that promotes economic development, community development and sustainable agriculture. CitySeed launched New Haven's first farmers market in 2004, and became the first farmers market in Connecticut to accept and double SNAP benefits. Since then, we've grown to run a network of markets that support Connecticut farmers and food businesses year-round, while providing food access in neighborhoods across the city.

The Assistant Farmers Market Manager is responsible for managing the Q-House farmers' market, which runs on Wednesdays June through October and additional weekend markets, in Wooster Square and Edgewood Park, as needed. Responsibilities include supervising and training volunteers at those markets, working with the community, and administering the Double Value Coupon Program (DVCP). They are also responsible for monitoring the markets' health and coming up with strategies to improve the markets for customers and vendors alike and will be involved in strengthening partnerships and programming at the market.

This position is part time. Expectation of hours are approximately 7-14 hrs/week May through October and approximately 10 - 14 hrs/month November - April.

### Required Qualifications:

- Valid CT driver's license
- Customer service experience
- Proven communication, conflict resolution and creative problem solving skills
- Computer skills (such as Word, Excel, Square)
- Ability to lift objects weighing up to 50lbs, work in inclement weather conditions, and drive a vehicle safely with a trailer attached (trailer training will be provided)
- Demonstrated ability to supervise volunteers and youth

### Desired Qualifications:

- Ability to work both independently and as part of a team
- Ability to work effectively under time constraints and stressful situations
- Ability to prioritize tasks
- Experience working with and/or desire to work with farmers and prepared food vendors
- Passion for community-level food systems and a commitment to racial and economic justice
- Enthusiasm for connecting communities through food

## Responsibilities

### Market Management:

- Operate selected farmers' markets, including setup and breakdown of tents and table displays, special events and programming, vendor and customer management, supervision of volunteers and youth workers, merchandise sales, and vendor checkout process
- Run Debit, Credit, and SNAP (food stamp) transactions on a wireless terminal at the markets.
- Answer questions about CitySeed markets and programs, including SNAP/Food Stamps Double Value Coupon Program (DVCP)
- Collect and input DVCP and vendor transaction data on reporting sheets
- Communicate and resolve issues with partners, vendors, and customers in a mature and positive manner
- Communicate with farmers about products for market and relay availability of product in market reports.
- Assist the Market Manager in contacting, scheduling, and setting up vendors, special guests and events at the markets as needed
- Supervise and train interns, volunteers, and youth workers at markets
- Ensure compliance of city, state, and CitySeed regulations, policies, and guidelines
- Attend additional events as necessary to represent CitySeed
- Uphold and communicate CitySeed's mission
- Post on social media outlets including Instagram and Facebook on market days.
- Attend weekly staff meetings held on Tuesdays online or in-person

Compensation and Start Date: This position is part-time starting immediately, and pay starts at \$15/hour.

For more about CitySeed and our mission visit our website: [www.cityseed.org](http://www.cityseed.org)