



Farmers' Market Assistant

About Countryside

Our mission is to connect people, food and land by promoting a resilient, sustainable food culture through programs, advocacy and education. We are a leading expert and innovator in conservation farming and community-based food programs, working in partnership with Cuyahoga Valley National Park, its farms, community stakeholders, and food entrepreneurs.

About Countryside Farmers' Markets

As an outgrowth of the Countryside Initiative farm program, we began managing farmers' markets in 2004 and now operate 4 markets. 2019 is our sixteenth season in Cuyahoga Valley National Park, and our fifteenth season in Akron. The markets collectively generate over \$1M in annual sales and serve over 50,000 customers each year.

The purposes of Countryside Farmers' Markets are three-fold:

- Provide a venue where local farmers, producers, artisans, and artists can sell their high-quality products directly to the consumer.
- Connect consumers with a wide array of locally grown and produced foods and goods in a setting that allows them to interact directly with the grower or producer, thereby re-connecting them directly to the source of their food.
- Create a space that allows for community interaction and enjoyment, informal public education and civic engagement.

Essential Duties

- Implements the purpose, goals, and objectives of Countryside and Countryside Farmers' Market

On-Site Market Management – 60%

- Coordinates on-site set up of farmers and vendors, information booth, musicians, cooking demonstrations, and various market events, and manages the necessary supplies to do so effectively and efficiently;
- Acts as on-site customer service agent and behind-the-scenes troubleshooter;
- Acts as primary contact for market volunteers;
- Enforces the market guidelines and rules;
- Responsible for management and record-keeping of cash, credit, and token transactions, and required data tracking of EBT sales and incentive distribution.

Off-Site Market Management – 30%

- Responsible for accurate post-market reconciliation and tracking of market currencies, vendor fees and sales;
- Manage vendor paperwork, including insurances and appropriate licenses and certifications;
- Coordinates participation in market programming, including: musicians, non-profit organizations, demonstration chefs, Countryside Kids activities, and special events;
- Manages tracking and implementation of the Local Loyalty program for customers;
- Assists with vendor and customer communications.

Other Duties as Assigned – 10%

Key Skills

- High-level customer service skills, with an approachable, patient, and informative communication style.
- Meticulous cash handling and record keeping.
- Independent and task-oriented work ethic.
- Observant and analytic perspective, with the ability to develop creative responses to challenges and opportunities.
- Ability to enforce policies and procedures with vendors, volunteers, and customers in an assertive and tactful manner.

Schedule Requirements

- Thursdays, business hours (November – May) and 1pm to 9pm (June – August)
- Fridays, business hours
- Saturdays, 6am to 2pm

Additional Qualifications

- Must be willing to do physical work and be capable of lifting objects ~ 50lbs.
- Must have a valid driver's license, a clean driving record and be comfortable driving a transit van.
- Proficiency with Microsoft Excel and Google Apps required.
- Interest and background in local food and sustainable agriculture issues a plus.

Compensation

\$12/hour. This is a part-time, year-round, non-exempt position.

To Apply

Applications will be accepted through March 10th, with an anticipated start date of the first week in April.

Send a one-page cover letter, one-page resume and three professional references to Serena Jones, Farmers' Market Manager, at sjones@cvcountryside.org.