



Announcement of Open Position
Assistant Farmers Market Manager
(10 hours/week)



About the Lawrenceville Farmers Market

A program of Lawrenceville United, the mission of the Lawrenceville Farmers Market (LFM) is to provide access to fresh, locally-produced foods for all Lawrenceville residents and visitors in an inclusive, vibrant, and safe community space: Arsenal Park. The Market aims to lower barriers to fresh, healthy food especially for low-income families, older adults, people with disabilities, and individuals with food insecurity or low food access and to support the development of a strong and sustainable local food system with farmers and small business owners.

In 2020, the Market saw considerable growth with an average of 24 vendors and 900 attendees on a given Market day. Market staff also implemented significant adaptations to ensure a safe shopping environment during the COVID-19 pandemic. Moving into the 2021 season, our goals are to continue the momentum generated in 2020 towards building a safe, sustainable, and quality Market, improve the diversity of vendors and variety of products, and improve participation and programming for target populations. We will also be expanding the length of our 2021 season, operating each Tuesday from 3-7pm starting May 18-November 2nd, and from 3-6pm November 9th-December 14. For more information on the Lawrenceville Farmers Market, visit <http://www.lunited.org/lawrenceville-farmers-market/>.

Summary of Position

The Assistant Market Manager, under the direction of the Farmers Market Manager and Community Engagement and Program Manager, will assist in the management of the Lawrenceville Farmers Market. This position is part-time, 10 hours per week, and seasonal (May-Dec). Tuesdays will be the main work day. The wage for this position is \$13/hour.

Responsibilities

1. Assist in on-site management each week; includes, but is not limited to:
 - a. Volunteer management
 - b. Event set-up and breakdown
 - c. Vendor management
2. Staff the information tent during the weekly market
 - a. Complete debit/credit/SNAP token & merchandise transactions
 - b. Provide equipment and supplies to the necessary parties
 - c. Greet and welcome customers and answer questions
3. Assist in enforcing the market community agreements
4. Maintain LFM's social media presence across multiple platforms in accordance with the values and mission of LFM: Facebook, Instagram, Twitter, Nextdoor

- a. Visual and written content creation
 - b. Work with the Market Manager to plan and execute special campaigns
5. Weekly meeting and market debrief with LFM team
6. Other duties as assigned

Skills/Characteristics

1. Passionate about farmers markets and food access in our community
2. Strong oral, organizational, interpersonal and communication skills
3. Experience in volunteer management
4. Ability to spend a significant amount of time being active in all weather– set-up and break-down of Market equipment, including tents, tables, and a variety of supplies.
5. Comfortability in resolving conflict while maintaining an open and level demeanor.
6. Ability to think quickly and pivot as needed to address an issue.
7. Experience in social media strategy and content creation across multiple platforms.
8. Preferred: Knowledge of Gmail, social media (Facebook, Twitter, Instagram, Nextdoor), Microsoft Office, Google Drive office suite, WordPress, Mailchimp, Instagram and Canva.
9. Ability to transport up to 50 pounds.
10. Act 33, 34, and 73 clearances (LU can file for this if not already in hand).

LU is an equal opportunity employer, committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.

Interested candidates should submit a cover letter and resume to Bryanna Johnson, Market Manager, at HR@LUnited.org. Applications will be reviewed on a rolling basis. Please use your cover letter to describe what aspects of the job interest you most.