



## Job Description Assistant Market Manager

Everyone's Harvest (EH) brings people and healthy food together! The nonprofit's mission is to provide access to healthy, affordable fruits and vegetables through certified farmers' markets and community food programs. Our vision is for every community to have a fair and sustainable food system. Employees will be given insight into nonprofits and a deeper understanding of our current food systems.

We value EH staff and strive to support each staff members' professional development while working with EH. Below are the details for the specific position:

Hours: 20-25hrs/week

Compensation: \$12/hr.

Timeline: May 1, 2016-September 30, 2016

Reports to: Program Coordinator, Market Manager, and Executive Director

The Assistant Market Manager (AMM) will oversee the Alisal market's administration, addressing participant and customer issues, collecting and tracking market income, and supervising market volunteers. The AMM will assist the Market Manager at the Pacific Grove market, and also assist the Program Coordinator with various outreach activities in the community.

Responsibilities include, but are not limited to:

### **East Alisal Certified Farmers' Market Manager:**

*The East Salinas Farmers' Market is in partnership with the Womens', Infant, and Children Program (WIC) and runs every Tuesday, seasonally, from 11:00am-4:00pm.*

- On-time set up and take down of the weekly market
- Ensures vendors, farmers, and customers are safely blocked off from traffic
- Assists the farmers' and vendors in market set-up
- Manages market redemptions and files paperwork correctly in the office
- Represents Everyone's Harvest at the Information Booth to perform community outreach and EBT redemption
- Works with a diverse population of volunteers and provides training and oversight

### **Pacific Grove Certified Farmers' Market Assistant Manager:**

*The Pacific Grove Farmers' Market runs every Monday from 3pm-7pm*

- Assists the Pacific Grove Market Manager in road closure
- Ensures vendors, farmers, and customers are safely out of the way of traffic
- Represents Everyone's Harvest at the Information Booth to perform community outreach and EBT redemption
- Works with a diverse population of volunteers and provides training and oversight

### **Program Coordinator Assistant:**

- Assists the EH Program Coordinator with community outreach in nonprofits and schools
- Assists with interactive cooking workshops at the market

**Required Qualifications:**

- Valid driver's license, good driving record, and ability to drive a 17-foot box truck
- Ability to lift 50 pounds
- Outgoing, positive, and professional customer-service skills
- Responsible and detail-oriented
- Proficient in basic math
- Confidence working in an underserved, diverse community
- Team Player and able to remain calm in stressful situations

**Strongly Desired Qualifications:**

- Bilingual in Spanish and English
- Shows knowledge and passion for farmers' markets, sustainable food systems, food justice, and the assets and needs of the communities served by EH

If interested, please send cover letter and resume to [info@everyonesharvest.org](mailto:info@everyonesharvest.org)  
[www.everyonesharvest.org](http://www.everyonesharvest.org)