

Position Description

Dane County Farmers' Market – Market Assistant

Position Summary:

The Dane County Farmers' Market is one of the largest producer-only farmers' markets in the United States with ~240 vendor-members. The market operates year-round in Madison, Wisconsin and has grown to include four distinct markets: the Saturday Market on the Square, the Wednesday Market, the Holiday Market, and the Late Winter Market.

The DCFM is seeking a Market Assistant to assist in managing all activities involved with the administration of the Dane County Farmers' Market outdoor markets: the [Wednesday Market](#) downtown and the [Saturday Market on the Square](#) from April – November.

The Market Assistant position benefits from a diverse skill set, flexibility, and passion for the market. The position requires an ability to take decisive action, knowledge of agriculture and local foods, as well as demonstrated office and people skills.

This is a part-time, seasonal April - November position that averages 20 hours per week with a pay rate of \$20/hour (negotiable). The Market Assistant reports directly to the DCFM Market Manager and Asst. Market Manager. When not at the market, job duties are performed remotely. The DCFM does not have a physical office.

This position offers 20 hours of paid time off and a \$50/month cell phone stipend. The Market Assistant can expect support for market related professional development and networking events.

To Apply: Please submit a resume and cover letter to info@dcfm.org by 11:59PM on March 12, 2023. The ideal start date for the successful candidate will be April 15, 2023.

General Job Responsibilities:

- Oversight of the orderly functioning and collection of stall fees and bank deposits for the Saturday Market independently or in collaboration with other DCFM staff
- Oversight of the orderly functioning, collection of stall fees, and bank deposits for the Wednesday Market independently or in collaboration with other DCFM staff
- Enforcement of market rules and regulations, as outlined in the By-laws and Rule Book in collaboration with other DCFM staff
- Clear communication with DCFM staff, Board of Directors, vendor-members, other agencies and the general public
- Assist the Food Access Coordinator and Information Booth Volunteers throughout the Saturday Market in processing SNAP transactions and answering customer questions as needed
- Process SNAP (Supplemental Nutrition Assistance Program) transactions and answer customer questions at the Wednesday Market
- Visit every vendor during market to offer support and/or assistance and answer questions
- Maintain an adequate supply of market supplies

- Assist in marketing and promotion of the market via social media
- Other administrative tasks as assigned by the Market Manager and Asst. Market Manager as time allows

Job Structure:

Duties and tasks may vary greatly from week to week, depending upon DCFM staff availability; however, a general categorization of time and duties is below:

- **Market Operations = 90%**
(includes, but not limited to, planning, on-site oversight, financial reconciliation, and records, tracking, and metrics)
- **Office Management and Clerical Tasks = 10%**
(includes, but not limited to, assisting DCFM staff with records management, member communications, writing the weekly newsletter, and other tasks that arise)

General Job Requirements:

- Valid driver's license and ability to be insured
- Ability to lift 50 pounds
- Ability to work outside in all types of weather, including rain, snow, heat and cold
- Attention to detail and ability to perform repetitive tasks accurately
- Access to a cell phone and reliable internet
- Technical proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), social media (FB, IG, and Twitter), Google Suite and CRM systems