



Downtown Springfield, Inc.  
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## SATURDAY FARMERS MARKET ASSISTANT

Downtown Springfield Inc/Old Capitol Farmers Market

- DATE POSTED: April 1, 2022
- LOCATION: Springfield, IL
- CATEGORY: Nonprofit
- JOB TYPE: Hourly

### **COMPANY DESCRIPTION**

The award-winning Old Capitol Farmers Market (OCFM) has been overseen by Downtown Springfield Inc. (DSI) since 1999, with support from premier sponsor HSHS St. John's Hospital. The most popular Market in Central Illinois has been voted Best Reason to Go Downtown, Best Farmers Market, Best Public Art, & Best Free Entertainment. The Market supports small farms and local growers by providing an open air venue to sell their goods in the heart of the Springfield community. It strengthens the local economy by providing the public access to fresh, healthy foods at reasonable prices, while supporting budding entrepreneurs. It has launched numerous successful brick and mortars including Custom Cup, Buzz Bomb Brewing, and Three Twigs Bakery. The Market also encourages healthy lifestyles, celebrates the diversity presented by farmers and makers, and serves as a community gathering place. We partner with the Springfield Area Arts Council in jurying our artisans.

### **JOB DESCRIPTION**

The Old Capitol Farmers Market is hiring on-site market staff for our twice-a-week farmers markets. Market staff will be responsible for maintaining and supporting the Old Capitol Farmers Market. This position will work Saturdays from 6:00 am - 1:00 pm. This position will entail approximately 7-11 hours per week. This position reports to the Market Manager.

#### **Job Duties for Market Staff:**

- Set up and tear down equipment, and ensure that market operations run smoothly throughout each market day.
- Have a thorough understanding of the OCFM's overarching mission and be able to effectively communicate this to the public/media and consistently represent it within the work environment.
- Provide the highest level of customer service to shoppers, vendors and community partners.
- Serve as an effective sales agent by selling merchandise, connecting shoppers and vendors, and administering SNAP MATCH, EBT, and POP Bucks programs.
- Collects a range of data to report back to the Market Manager and oversees volunteer data collection.

- Enforce market policies and check that vendors are complying with the laws and regulations of relevant agencies such as the Sangamon County Health Department, as well as OCFM policies.
- Help manage the OCFM social media accounts by taking photos, videos, and posting to social media (under Market Manager guidelines).
- Other duties as assigned

Skills Required:

- Cultural competency to work well with people from diverse backgrounds.
- Ability to count money and do basic math in a busy environment.
- Respond to issues that arise creatively, efficiently, and effectively.
- Detailed and adept at multi-tasking.
- Community and logistics minded.
- Team player who promotes teamwork and a positive work environment.
- Work long hours on your feet in all weather conditions.
- Lift at least 50 pounds safely.

Highlight any additional skills you may have in these areas:

- Fix-it / DIY
- Social media and video proficiency
- Marketing and communications
- Farm operations
- Event production, children's activities
- Safety training or certifications
- Bookkeeping
- Community engagement and/or small business stewardship

Compensation: \$12.50 per hour

To apply: Send resume with a cover letter stating why you want to work at the OCFM in this capacity. Please also respond to the following questions:

- Can you work a consistent weekend shift?
- Are you comfortable working outside in various weather conditions?
- Describe your experience in sales.

Applications should be sent to Piero Taico, Market Manager, [market@downtownspringfield.org](mailto:market@downtownspringfield.org), and those received by April 22, 2022 will receive first consideration.