



Downtown Springfield, Inc.
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JOB TITLE: Farmers Market Assistant

Applications close: April 28, 2023

Responsible to: Program Director

Status: Hourly

Hours: Seasonal, Wednesdays and Saturdays May 17 - October 28

Compensation: \$15 per hour



ABOUT OLD CAPITOL FARMERS MARKET

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.

SUMMARY OF POSITION

The Old Capitol Farmers Market is hiring on-site market staff for our twice-a-week farmers market. Market staff will be responsible for maintaining and supporting the the Old Capitol Farmers Market Market. This position will work Wednesdays and Saturdays from 6:00 am - 1:00 pm. This position will entail approximately 14-18 hours per week. This position reports to the Program Director.

PRIMARY RESPONSIBILITIES

- 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 Program Director 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

DESIRED SKILLS & CHARACTERISTICS:

- 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.

DESIRED SKILLS & CHARACTERISTICS:

- 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

CANDIDATE SUBMISSION PROCESS

Prior to April 28, 2023, at 5:00 p.m., qualified and interested candidates are invited to email your resume and a cover letter addressing why this position aligns with your experiences, skills, professional goals and personal passions, with "Farmers Market Assistant" as the Subject, to: Kayla Graven, Executive Director, Downtown Springfield, Inc. kayla@downtownspringfield.org.