



Building Business to Build Community
Established in 1899

SPECIAL SEASONAL PROJECT JOB DESCRIPTION: Farmers Market Assistant

Overview:

The purpose of the position is to provide assistance to the Farmers Market Manager, by acting as the onsite assistant for the Grand Haven Farmers Market and the Spring Lake Farm & Garden Market. Interested applicant must have a strong desire to work in/with the community, personable attitude and passion to help others, as well as a keen eye for detail, strong written and oral communication skills, a team collaborator, able to handle multiple tasks, superior organizational skills, and a professional demeanor.

Responsibilities:

- Assist and manage the onsite responsibilities of the two Farmers Markets.
- Report and consults with Market Manager on a regular basis.
- Comply with and implement Market Rules.
- Operate and coordinate the acceptance of the Supplemental Nutrition Assistance Program (SNAP) and other transactions at both markets.
- Check-in, assign space, collect fees and oversee vendors.
- Update and connect with customers via Social Media platforms during Market hours.
- Assist in planning, marketing and coordinating special events held at the Markets.
- Perform other duties as assigned by management.

Knowledge and Skill Requirements:

- Communication skills – oral, written, listening, non-verbal, etc.
- Analytical and problem-solver
- Organization and time management
- Cash management
- Customer service
- Ability to adapt and be flexible
- Close attention to detail
- Ability to lift 30lbs on a regular basis
- Knowledge of the programs and services available through The Chamber
- Knowledge of area events
- Proficient in Social Media and Microsoft Office
- Previous management experience preferred

Education & Experience Requirements:

- Bachelor's Degree in Public health, Nutrition, Agriculture, or related field required

Hours:

This is an outdoor, part-time position.

Required hours are as follows:

Saturdays | 6:45am – 1:45pm | May 2 – October 31

Wednesdays | 6:45am – 1:45pm | June 3 – October 28

Thursdays | 8:15am – 2:45pm | June 4 – October 8

Additional hours in April and throughout the market schedule may be adjusted as necessary. Work week will not exceed 24 hours.

Must possess and maintain a valid drivers license.

Apply:

To apply, please send cover letter & resume to Ellie Holman, eholman@grandhavenchamber.org.