



## Market Coordinator

Position Type: Part time. Outdoor market work required; markets are rain or shine.

Shifts: Weekly

Sunday from 5am 3pm

Salary Range: Starting pay \$15 per hour, up to 12 hours per week

### **Organizational Overview:**

Market Umbrella is a 29-year-old community non-profit that operates the Crescent City Farmers Markets, provides community education related to nutrition and healthy eating, and offers a robust array of food access programs. Our work supports Louisiana foodways and culture, serves as a small business incubator and supporter of the local economy, and provides food access programs to help all New Orleanians and beyond have greater access to fresh, local foods. The Crescent City Farmers Market operates three weekly farmers markets in the New Orleans area, hosting over 80 local small farmers, fishers, and food producers, and more than 100,000 shoppers annually. In addition, Market Umbrella offers a weekly home delivery produce box. We offer a variety of SNAP education and nutrition education programs, and several food access programs including Market Mommas Club and Market Match. We've expanded our efforts to support producer and farmers markets across the state through launching a statewide Market Match program called Greaux the Good.

### **General Position Description**

This part-time staff member will assist in the coordination and operation of weekly farmers markets. The Market Coordinator's main work is in day-to-day market operations, and will report directly to the Market Manager.

### **Duties and Responsibilities include the following:**

- Market prep - picking up and preparing market supplies, market tokens, point of sale equipment, merchandise, market maps, signage, merchandise and other supplies required for market operations
- Performing physical market set-up and break-down of tables, tents, and signage and daily operations (rain or shine, year round)

- Staffing welcome tent- includes providing excellent, personable, informative customer service, welcoming new and current customers to market, market merchandise sales, fielding shopper and vendor questions, oversight of volunteers and interns, responding to customer service phone calls
- Processing credit cards, debit cards, EBT cards and checks in exchange for market tokens
- Possess a deep understanding of CCFM Rules and Regulations, ensuring the market and its vendors operate in accordance with those rules and regulations.
- Administer market community outreach programs and social benefit currencies programs (FMNP, SNAP, Market Mommas, Marketeers) and other incentive programs at the market - issuing and explaining market currencies, market tours, and sharing program or market information
- Vendor relations – includes but may not be limited to directing vendors to spaces according to market map, collecting and verifying token reimbursements, market fee collection, communicating market endeavors to vendors, addressing and/or communicating vendor inquiries, concerns, and violations to Market Manager and Director of Markets.
- Completing market token counts and market financial close-out reports, processing credit card settlements, recording cash sales, counting all rent receivables and recording other inventory counts
- Completing post-market reporting and needed data entry
- Filling in for market staff at other markets as needed
- Assisting MU with other duties as needed including with, market equipment maintenance and inventory, etc.

### Qualifications

- College degree or current student, or relevant work experience (as in retail, customer service, public health, food service, social work, food systems, or other related field).
- Highly organized self-starter with strong cash handling accuracies, attention to detail, demonstrated customer service skills and excellent verbal communication and interpersonal skills.
- Trustworthy, fun and hardworking people-person. Great attitude with can-do spirit. Team player with the ability to take direction and work independently.
- Familiarity with Microsoft Office suite, G suite, and common social media platforms.
- Familiarity with basic accounting principles preferred.
- Ability to manage relationships with a diverse population of stakeholders
- Highly responsible and accountable.
- Willingness to wear a work uniform and dress appropriately for the weather and as an ambassador of MU.

- Can lift 40+ pounds repeatedly and throughout the summer and in good humor.
- Provide documentation of COVID-19 vaccination
- Familiarity with or enthusiasm for local food systems strongly preferred.
- Must have vehicular transportation and valid driver's license to transport market equipment and supplies

### Perks

\$200 annual vehicle detailing reimbursement for toting market supplies

Working in a lively and outdoor work environment with a like-minded, passionate team of public health and food systems advocates working to connect local farms and businesses to local residents!

Available schedule includes weekly Sundays from 5am - 3pm.

Market Umbrella is committed to having a staff that represents the community we serve. We encourage applicants who can help us build a truly inclusive culture to apply. Market Umbrella provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, or veteran status.

To apply, please submit a cover letter, resume, and 3 professional references (at least one a current or former supervisor) to [employment@marketumbrella.org](mailto:employment@marketumbrella.org). Applications will be accepted on a rolling basis.