

## TEXAS FARMERS' MARKET

### JOB DESCRIPTION

**Position Title:** Market Coordinator

**Classification:** Part-time, hourly

**Reports to:** Operations Manager

**Direct Reports:** None

**Location:** Austin, TX

#### **Organization Summary**

Founded in 2010, Texas Farmers' Markets at Lakeline and Mueller are organized under F2M Texas, a 501(c)4 non-profit corporation centered around hosting and educating Central Texas producers and consumers to grow a sustainable food system. We are located in Austin, TX.

#### **Position Summary:**

The market coordinator is responsible for overseeing and executing the set-up, management and take down of the market. There is currently a position open at the TFM at Mueller on Sunday 7:45AM – 3:30PM. The position requires general fitness, personnel skills, organization and ability to multitask. This is an active, outdoor and fun opportunity to interact with local farmers, ranchers and food artisans as well as shoppers, chefs and patrons of the local food suppliers.

#### **Major Responsibilities:**

##### **Operations and Administration:**

- Print layouts prior to market and bring to shift for staff use.
- Arrive 2.25 hours before market to begin marking layout.
- Lead market setup and provide direction for market crew, including preparing tents and other market equipment.
- Use pre-made map to set out guiding staked signage in appropriate locations via personal vehicle/on foot.
- Assist vendors with market layout and guidance on setting up.
- Ensure compliance of TFM Market Rules with vendors, customers, and staff. Ensure that vendors are abiding by rules, and notifying management when there are issues or infractions. Inspection and verification of compliance with vendors.
- Knowledge of best practices and TFM Safety Procedures to ensure the safety of vendors, customers, and staff.
- Troubleshoot and problem solve issues at market as they arise.

## TEXAS FARMERS' MARKET

- Collect payments from all vendors at market.

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- Lead market and provide direction for market breakdown.
- Complete and file all appropriate administrative paperwork to Operations Manager at the end of each market.
- Constantly seek to adapt and improve market operations and procedures.

### **Knowledge, Skills and Abilities:**

- Reliable transportation and clean driving record.
- Consistent availability on Wednesday and/or Sundays as outlined in the Position Summary.
- Access to a computer and ability to work remotely.
- Physically able to work in adverse weather conditions. Ability to work on foot for 8 hours consecutively.
- Excellent verbal, written, interpersonal and communication skills
- Attentive to details and displays a strong aptitude for organization
- Strong customer service skills - displays enthusiastic, outgoing, and helpful behavior
- Team oriented as well as self-motivated
- Aptitude for prioritizing tasks and showcasing flexibility in the event of a change
- Model ethical and professional integrity
- Ability to work remotely and have flexibility to travel for meetings in the Austin area.
- Flexible time schedule to accommodate variable hours and market activities a must
- Competency in Spanish desired but not mandatory

### **Education/Experience:**

- High school diploma or equivalent.
- Passion for farmers' markets, local food and sustainability

### **Physical Requirements and Working Conditions:**

- Must be able to work in field and markets that operate rain or shine
- Should be able to lift ~50 lbs. and stand, walk, or sit for prolonged periods of time
- There may be need for hours beyond the regular workday.

**Compensation and Benefits:** \$15/hr. This is an hourly, part time position.

### **Equal Opportunity Employer:**

Texas Farmers' Market provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without

## TEXAS FARMERS' MARKET

regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

### JOB DESCRIPTION

**To Apply:** To apply, please email a cover letter and resume with subject line Market Coordinator to [operations@texasfarmersmarket.org](mailto:operations@texasfarmersmarket.org)