

**Position Title:** Market Coordinator

**Classification:** Part-time, hourly

**Reports to:** Operations Manager

### **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.

### **Position Summary**

The Market Coordinator is responsible for overseeing and executing the setup, management and take down of the market. **There is currently an open position at the TFM Lakeline (11200 Lakeline Mall Dr, Cedar Park, TX 78613) on Saturdays 6:30am-2:30pm.** 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.

### **Position Requirements:**

- Reliable transportation
- Availability most Saturdays between 6:30am-2:30pm except for shifts requested off in advance
- Access to a computer to review email and print market materials (printer provided)
- Some availability via text or email during the week
- Ability to be on foot for up to 8 hours at a time
- Ability to safely lift 50 pounds
- Ability to work and lead crew independently in a fast-paced environment
- Must be able to work onsite at a rain or shine market

### **Major Responsibilities**

- Access weekly market layout via dropbox and mark spaces onsite accordingly
- Oversee crew members in the setup and takedown of market equipment and assist as needed
- Document market staff shift arrival and departure time
- Assist vendors with load in/load out information and direction
- Understand and communicate TFM market rules to vendors
- Document and communicate rule violations to leadership team
- Set out required signage and equipment
- Fielding and answering vendor questions onsite
- Collection and entering of vendor booth fees and market scrip
- Troubleshoot and problem solve issues at market as they arise
- Monitor market supplies and equipment inventory and report supply needs to Operations Manager
- Complete and file market paperwork to Operations Manager at the end of each market
- Provide feedback to the operations team to adapt and improve market operations and procedures

**Knowledge, Skills and Abilities**

- 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
- 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

**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 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.

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