



POSITION TITLE: Farm Program Assistant

REVISED: March 2018

GRADE: (K) (Full-Time Seasonal) (May – October) FLSA STATUS: Non-Exempt

REPORTS TO: Farm Program Manager

GENERAL DESCRIPTION -- POSITION SUMMARY

Under the general direction of the Farm Program Manager, the Farm Program Assistant has the primary responsibility of assisting with the operation of weekly express markets and farm days at Pike Place.

SPECIFIC JOB DUTIES:

1. Assisting with the set-up/breakdown of all farmers market events (both at Pike Place and at offsite remote markets) and aid in the planning and coordination of other events that enhance the Farm Program.
2. Answer questions and assist customers with SNAP/Debit transactions in the farm program information booth.
3. Maintain close communication with all farmers to inform them of special events, promotional or educational opportunities and other relevant Market matters.
4. Assist Farm Program staff by conducting routine walks to ensure vendor compliance of all rules and regulations.
5. Manage and update records for Farm Program permits and product data (both hard copies and computer files).
6. Assist with other clerical duties as necessary.

DISTINGUISHING FEATURES:

The ability to work with diverse and independent individuals, balance control and support functions and multitask effectively in a dynamic workplace.

QUALIFICATIONS:

- H.S. Diploma plus college coursework in business, communication, or work/life equivalent;
- Agricultural and farmers market experience a plus.
- Knowledge of event and program planning and execution.
- Strong working knowledge of Windows, Microsoft Word, Access, Excel, Outlook & the Internet.
- Experience in dealing with the public and the ability to maintain professional boundaries.
- Excellent interpersonal skills, articulate and tactful, conflict resolution a plus.
- Must have a valid WA state driver's license

OPERATING ENVIRONMENT:

- Position requires ability to work both in a structured office setting and in outdoor Market settings.
- Requires lifting up to 75 lbs on a regular basis.
- Requires daily walking through the Market a minimum of 3 miles per day.
- Must be willing and able to work a flexible schedule including early mornings, weekends, and holidays.

COMPENSATION:

Starting Salary Range: DOE. Benefits include employer-paid medical, dental, term life, and LTD insurance for employee, with Section 125 Plan for un-reimbursed medical/dependent care costs. Pension plan offered after one year and deferred comp plan available immediately.

APPLICATION PROCEDURE:

Submit resume, and Cover letter in one of the following manners: Fax to (206) 625-0646, email to erica@pikeplacemarket.org or by mail: Pike Place Market PDA, Attn: Human Resources, 85 Pike Street, Room 500, Seattle, WA 98101, or apply in person. The position will be opened until filled.

The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.