



Pike Place Market Preservation & Development Authority (PDA)

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POSITION TITLE: Seasonal Farm Program Assistant

REVISED: March 2019

GRADE: (Full-Time Seasonal) (May –October)

FLSA STATUS: Non-Exempt

We are looking for an enthusiastic, self-motivated, farm program assistant to work with our farm team this summer. You will work at the Pike Place Market and other remote markets located in the downtown Seattle area.

REPORTS TO: Farm Program Manager

GENERAL DESCRIPTION – POSITION SUMMARY

Under the general direction of the Farm Program Manager, the Farmers Market Assistant has the primary responsibility of assisting with the operation of summer farmers markets, packing and distributing Market CSA shares and assisting with various Food Access initiatives.

SPECIFIC JOB DUTIES: [ESSENTIAL FUNCTIONS]

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 special events that enhance the Farm Program.
2. Answer questions and assist customers with SNAP/Debit transactions in the farm program information booth.
3. Oversee produce sampling and educational activities in the market information booth aimed at increasing consumption of specialty crops.
4. Assist with the packing and distribution of the Market's Farm to Go CSA program. Assist with various initiatives intended to increase access for low income shoppers to locally grown fruits and vegetables.
5. Assist with 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, agriculture, communications, or work/life equivalent.

- Agricultural and/or farmers market experience a must.
- Knowledge of event planning/program planning and execution a plus.
- 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 walks through the Market, a minimum of 3 miles per day.
- Must be willing and able to work a flexible schedule including early mornings, evenings, weekends, and holidays.

COMPENSATION:

Starting Wage: \$16 per hour

APPLICATION PROCEDURE:

Submit resume, and Cover letter in one of the following manners: Fax to (206) 625-0646, email to hr@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.