



Part-Time/ Seasonal Farmers Market Assistant

Job Announcement

SUMMARY:

Adelante Mujeres provides holistic education and empowerment opportunities to low-income Latina women and their families to ensure full participation and active leadership in the community. Located in Forest Grove, Oregon and founded in 2002, Adelante Mujeres has a reputation for innovative responses to community concerns.

The role of the **Farmers Market Assistant** will be to provide logistical and customer service support to two farmers markets operated by Adelante Mujeres. We are looking for an individual who is enthusiastic about local food, sustainable agriculture, and family health. The ideal candidate will be inspired by and fully committed to Adelante Mujeres' vision and mission and will represent the organization in a professional manner among partners, community organizations, families and individuals.

This position is a part- time/ seasonal position that runs from May 3, 2021 through October 27, 2021.

Work Hours:

Forest Grove Farmers Market: Wednesdays, 1:00 pm - 8:30 pm

Cornelius Farmers Market: Fridays, 1:00 pm- 8:30 pm

Operations During COVID-19

The Adelante Mujeres Farmers' Markets are considered essential businesses for the purposes of COVID-19 containment. As such, the markets will remain open, and staff are actively making operational changes to protect customers, vendors, and staff to mitigate the spread of the virus.

RESPONSIBILITIES:

- Welcome farmers market customers.
- Remain up to date on COVID-19 Farmers Market guidelines and actively implement guidelines with vendors, customers, and staff.
- Serve as Team Leader for the Farmers Market Crew Members.
- Staff the information booth and assist with special activities.
- Provide customer service including selling merchandise, helping the public locate products and vendors, assist EBT clients with card transaction and other nutrition access programs.
- Conduct and track crowd counts.
- Assist with customer questions, comments, and/or concerns.
- Maintain an outgoing and approachable attitude.
- Lead event set up and tear down including:
 - Set up tents, tables, other equipment and signage, etc.
 - Pick up trash, maintain clean restrooms, and other similar duties.
 - Carry, lift, and/or haul equipment.
 - Set up "road closed" barricades and signs.

- Understand and abide by all health and safety rules.
- Assist in other areas of the market as needed.
- Perform other related duties per supervisor's request.

QUALIFICATIONS:

We recognize that there are multiple expressions of professional readiness. When we review applications, we take a comprehensive look at each applicant. Our goal is to assess your unique strengths. The ideal candidate has many of the following skills and experience:

- A passionate commitment to the goals and mission of Adelante Mujeres and support for immigrant and BIPOC communities.
- Bilingual- Excellent verbal communications skills in English and Spanish.
- Ability to use standard office equipment and basic knowledge of computer programs.
- Have basic math skills, ability to use a calculator.
- Strong interpersonal and customer service skills.
- Ability to problem solve independently.
- Ability to work evening hours and weekends.
- Experience with deescalating situations and approaching conflicts with patience and non-violent communication.
- Ability to lift to 30 lbs. repeatedly. This is a *very* physically demanding job.
- Committed to education, social justice, women's empowerment and the environment.

ADDITIONAL REQUIREMENTS:

- Complete Criminal Background Check

SALARY & BENEFITS:

- Seasonal: May 3, 2021- October 21, 2021
- Part- Time, hourly nonexempt: 15-20 hours per week
- Hourly rate: \$16.00 per hour
- Benefits: Limited Sick Time Off
- Opportunity for broad and impactful work with a visionary, growing organization

REPORTS TO: Farmers Market and Farm Business Manager

TO APPLY:

Complete a job application or submit the following material electronically (PDF preferred) to enterprisejobs@adelantemujeres.org (no phone calls, please)

- A one page cover letter clearly outlining your qualifications, experience and interest in the position and Adelante Mujeres.
- A resume detailing relevant experience, qualifications, work history, education, and accomplishments.
- Three professional references may be requested later in the hiring process.

Thank you for your interest in employment at Adelante Mujeres. We will be contacting the applicants whose applications indicate a strong combination of relevant experience and qualifications and skills.

Closing date: Open until filled **Anticipated start date:** May 3, 2021.

-----**EQUAL OPPORTUNITY EMPLOYER**-----

Adelante Mujeres is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, perceived pregnancy, childbirth, breastfeeding, or any related medical condition, physical or mental disability or veteran status in accordance with applicable federal and state laws. Adelante Mujeres is compliant with the American with Disabilities Act and we are committed to making special accommodations for your interview or work as a member of our team. If specific accommodations are needed, please notify hr@adelantemujeres.org and we will work to accommodate your needs.