



Union Square Main Streets
PO Box One
Somerville, MA 02143

Market Assistant, Union Square Farmers Market

Hours: 7 hours/per week, Saturdays May 12, 2018 - November 17, 2018 (28 weeks)

Union Square Farmers Market (USFM) plays an integral role in the Union Square community. It serves as a catalyst for vibrancy, community, and economic activity in Union Square. The Market provides visitors with top-quality, fresh produce; encourages values of healthy eating and active lifestyles; educates the consumer about farming and locally-produced foods and provides customers with the opportunity to directly interact with farmers.

For the 2018 market season, Union Square Main Streets (USMS) seeks an enthusiastic candidate to fill the Market Assistant position. Primary support will take place during the Market, which is open every Saturday from May 12 through November 17 at Union Square Plaza in Somerville, MA.

In this exciting position, the Market Assistant will have the opportunity to enhance his/her skills in event planning, market management, marketing, communication, and knowledge of programs aimed at increasing access to local foods. The Market Assistant will also have the opportunity to interact with over forty (40) vendors and be part of one of the most successful markets in the state, with over 3,000 visitors at the height of the season.

Candidates must be available during the hours of the Market: Saturdays from 9:00 a.m. – 1:00 p.m. The Farmers Market is open rain or shine. Candidates will be expected to assist the market with set-up and break-down, which includes lifting chairs, tables, and tents. Set-up will begin at 7:00 a.m. and all vendors will be required to leave the premise by 2:00 p.m.

Responsibilities will include:

- Manage social media networks, including Facebook, Instagram, and Twitter, to promote the market;
- Analysis of market sales and headcount;
- Assist Market Manager in daily market operations;
- Administer local token currency for Supplemental Nutrition Assistance Program (SNAP) benefits;
- Provide vendor assistance during set-up and break-down;
- Additional administrative and sales tasks

Other essential skills include:

- Friendly, dynamic and positive energy
- Dependable, punctual and responsible
- Resourceful and creative, with strong problem-solving skills
- Enjoy interacting with the public and the ability to talk with a wide range of people



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- Delight in meeting new people and fostering connections with the community
- Willingness to learn new information through hands-on experience
- Organized management of time and effort and ability to document work
- Ability to lift items up to 30 lbs

Salary

Compensation will be paid bi-weekly. This is an hourly position supervised by the Market Manager and approved by the Board of Directors and Executive Director.

About USMS

USMS is an established non-profit that works collaboratively with local businesses, the community and the city to actively support a vibrant neighborhood by preserving the character and advancing the economic strength of Union Square in Somerville.

How to Apply

Email your resume and cover letter explaining why you would like to work with Union Square Main Streets at the Union Square Farmers Market to Tiffany Leung at tiffany@unionsquaremain.org with subject line "Market Assistant Position." **For best consideration, please apply Friday, April 6, 2018.**