



## **Market Assistant** (contract position)

Artisan Farmers Market Society is seeking a passionate community-oriented person to join our team as a Market Assistant.

We are seeking a qualified and enthusiastic Market Assistant to join our team and support the Market Manager and the smooth, profitable, operation of the market.

### **Job Description Summary**

The ideal candidate:

- is a people-person;
- is community oriented;
- takes pride in being well organized and detailed;
- is able to lift 40lbs;
- has excellent customer service skills;
- is comfortable taking direction;
- works well in a team environment;
- is able to assist with administrative tasks;
- able to walk with market sign post market signage around market area;
- preference will be given to candidates with their own vehicle as there will be a need to run errands, post banners around the market area etc.;
- first aid certification is an asset

Amount and Type of Work:

This is a contract position.

The Society operates three seasonal farmers markets (Burnaby, West Vancouver, North Vancouver), see our website, [artisanmarkets.ca](http://artisanmarkets.ca), for locations and hours. The market asistant will be required to start work ans help with market set up before the market opens and help with market teardown, after the market closes.

The Market Assistant is expected to work at the weekly Market which runs May through October (please specify if you are available Saturdays, Sundays, or both).

The Market Assistant may also be asked to help with related events.

The Market Assistant is directed by the Market Manager and a volunteer Board of Directors (elected annually).

## Duties and Responsibilities:

**Day of Market Duties:** The Market Assistant is responsible for managing the set-up and take-down of the market and ensuring that the market area is kept safe and that the set-up and tear-down is completed in a timely and professional manner.

The Market Assistant will work with the Market Manager to train and direct volunteers, assist vendors with their needs (including set-up and take-down if needed), and help to run the information booth during the market.

The information booth duties involve answering questions from the public, taking payments and assisting the Market Manager as directed. The Market Assistant must exhibit patience and professionalism at all times when working with the public and vendors.

**Communication with the Market Manager and the Board of Directors:** As the Society has no official offices, and the Manager works part-time and from home, the Market Assistant can contact the manager via phone or email. As the Board is comprised of volunteers, communication with the Board is mostly done through the Market Manager.

Other Work as Assigned

## How to Apply:

Send your resume along with a cover letter to us using the contact form on our website before 5pm, March 22, 2019

Preference will be given to candidates who: live in the market area, have an understanding and/or interest in local foods, products, and farmers markets.

The anticipated start date would be May 6th.

We apologize to those applicants who apply but are not contacted. Only shortlisted applicants will be contacted for interviews.