



## Northeast Minneapolis Farmers Market Assistant

The Northeast Farmers Market is seeking a part-time Market Assistant for a dynamic, customer-facing role. We're looking for someone who can adapt and respond to the needs of vendors, customers, and the Market Manager with flexibility and a positive attitude. Each market day is unique, and we value a proactive, solution-oriented mindset. NEFM hosts farmers, food makers, and artists, attracting hundreds of visitors every Saturday morning. We are committed to fostering an inclusive, equitable, and welcoming environment, valuing diverse experiences, perspectives, and identities, as we work together to strengthen our local food community.

### Market Assistant

- Must be available every Saturday from May 10 to October 11, 2025, from 7:00 a.m. to 2:00 p.m., unless an absence is negotiated with the Market Manager at least one week in advance.
- Hourly compensation - starting at \$15 / hour.
- Applications are open until positions are filled. The first round of application reviews begins on April 14th, with reviews continuing on a rolling basis thereafter.

### Job Responsibilities:

- Market Setup & Teardown:
  - Collaborate with team members to set up and break down the market, including the Information and Programming booths, signage, music, and other equipment as needed.
  - Place signage in assigned areas, set up tents, tables, and chairs
  - Set up and maintain hand-washing/sanitizer stations, garbage/composting/recycling bins, and Zero Waste stations.
  - Assist with the market teardown at the end of the day, ensuring everything is packed away efficiently.
  - Organize the storage shed to ensure smooth market operations.
- Customer Service:
  - Understand and represent NEFM's mission to support healthy food access, and communicate this mission to customers and vendors.
  - Receive and respond to customer comments/complaints, providing excellent customer service while enforcing market policies.
  - Provide customer service at the Information Booth.

- Manage market cash token and EBT sales, merch sales, and token reimbursements to support food access programs.
- Programming:
  - Assist in event programming, including prepping for cooking demos with chefs and managing veggie samples for the Power of Produce (PoP Club).
- Operations:
  - Support market manager with general operations and customer traffic management.
  - Take hourly customer counts.
  - Oversee Zero Waste stations, including maintenance and volunteer supervision. Direct traffic at compost, recycle, and trash sites as needed.
- Additional Responsibilities as needed:
  - Assist with children's activities at the Children's Tent.
  - Assist with market fundraiser events.
  - Provide support for vendor communications.
  - Maintain communication with market manager and provide feedback.
  - Opportunity to work at the Winter Markets and Night Markets.

Qualifications:

- Must be age 18 years or older.
- Strong customer service skills.
- Independently motivated but works well as part of a team.
- Ability to adapt to changing tasks and market needs.
- Ability to work outside in all weather conditions.
- Ability to stay focused, delegate tasks when needed, and ensure the market runs smoothly.
- Interact with customers and vendors, addressing their needs and concerns professionally and courteously.
- Interest in supporting local food systems and educational programming.
- Experience in handling cash and credit card transactions.

### Time and Physical Requirements:

- Communicate for up to 7 hours on market days with staff, vendors, and customers.
- Move around for up to 4 hours with one scheduled break.
- Regularly lift up to 50 lbs during setup and breakdown, with assistance from carts, dollies, and other staff.

### Preferred Interests:

- Agriculture, Zero Waste, Event Planning and Fundraising, Photography, Social Media, Marketing and Blogging.

### How to Apply:

- Submit a letter of interest stating your skills/experience and interest in this role, with a resume to: [info@northeastmarket.org](mailto:info@northeastmarket.org)
- We don't expect a perfect fit. If you meet at least 60% of the qualifications and are eager to learn, we strongly encourage you to apply!

NEFM is committed to fostering a positive, inclusive, and respectful environment. We value your unique experiences and perspectives and look forward to welcoming a diverse range of applicants.