



## North Coast Growers' Association

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Humboldt County Farmers' Markets

[www.northcoastgrowersassociation.org](http://www.northcoastgrowersassociation.org)

PO Box 4232 Arcata CA 95518

(707) 441-9999

### **Arcata Plaza Farmers' Market Assistant Manager**

*Updated April 2025*

Under the supervision of the Arcata Plaza Market Manager and Co-Manager, the Farmers' Market Assistant Manager is one of four assistant managers dedicated to supporting all aspects of on-site market management at this popular weekly event in a bustling and lively atmosphere. This position includes a three month probationary period.

[To apply, fill out the application form](#), submit a cover letter and resume.

#### **Position schedule:**

- April - November: Saturdays, 8 hours per week, 7AM-3:30PM.
- December - March: Saturdays, 7 hours per week, 8AM-3:30PM.
- Additional hours as needed for training and staff meetings
- Hours may be adjusted to accommodate market staffing needs.

#### **DUTIES AND RESPONSIBILITIES**

##### **On-Site Market Duties: 90%**

- Support early morning market team with finalizing market set-up
- Support coordination and supervision of the Farmers' Market alongside Market Manager(s).
- Maintain knowledge of required permits, licenses, insurance, and certifications (training provided).
- Understand and enforce market rules and regulations.
- Arrive prepared and on time for the full duration of each market day.
- Assist with market set-up and break-down per the permit map, including site cleaning (sweeping, trash pickup).
- Have general knowledge of stall spaces and help oversee proper stall space use.
- Engage with NCGA vendors, assist with needs, and stay informed about vendor products.
- Assist with end-of-day stall fee collection and scrip redemption. Maintain accurate records of all received payments.
- Help set-up and maintain the market information booth and provide customer service and information to the public. Treat all customers, members and community partners fairly, with dignity and respect.
- Handle market merchandise sales using Square on a tablet; help maintain market inventory.
- Support Nutrition Assistance Programs (EBT and Market Match), including transaction processing, CalFresh application assistance, and accurate transaction logging and documentation.
- Contribute to social media promotion by photographing the market and assisting with promotions as assigned.
- Help implement safety and emergency procedures. Identify and report hazards (e.g., damaged sidewalks, tree limbs) and respond appropriately to emergencies; be prepared to call on law enforcement in the event of a real emergency or hazardous person.
- Distribute promotional materials (posters, flyers) to local outreach locations as assigned.

- Performs all other related duties as assigned.

### Sample Market Day

- 7AM: Arrive at the market info booth, check-in with manager, and set-up the market
- 9AM-3PM: Sell merchandise, process EBT and Market Match transactions, assist with CalFresh Outreach, answer questions, enforce no dogs, no blanket vendor and other market rules, empty trash and check compost stations.
- 1PM: Collect vendor stall fees
- 2-3PM: Pay band, break down the market and pack-up all market supplies
- 3PM: Finalize market break-down with the team

### **Off-site duties: 10%**

- Maintain a detailed timesheet of hours worked and tasks completed.
- Attend NCGA market manager check-ins and membership meetings; participate in Steering Committee and working group meetings as appropriate.
- Trainings and workshops as needed
- End of year (and as needed) evaluations with supervisor

### **ABOUT NCGA**

Founded in 1978, NCGA is a membership based, agricultural support non-profit organization who serves farmers in the North Coast region of California. With a focus on regenerative farming practices and relationship building, NCGA provides support to our agricultural community through market access at Humboldt County Farmers' Markets and Harvest Hub, a food hub that connects farmers to wholesale buyers, and through training and technical assistance through our Agricultural Services.

The entire staff shares in making NCGA a successful enterprise. It is through teamwork and a sharing of responsibilities that we achieve this success. Although we each have specific roles within the association, we are always conscious to assist each other wherever the need is. Through teamwork, a positive attitude and good communication we can have a productive and comfortable work environment.

We are motivated to be the best at whatever we do because the quality of our work directly affects the livelihood of our members. NCGA staff are internally motivated by the positive work we do in the community, think quickly on our feet to find creative solutions to challenges, and aren't afraid to get our hands dirty. We seek fellow staff members who possess these qualities, as well as an ability to communicate and collaborate with farmers, community members, and partner organizations clearly, effectively, and compassionately.

### **MINIMUM QUALIFICATIONS**

NCGA provides a dynamic, fast paced work environment. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required, we believe these skills and qualities will be important to achieving the above job responsibilities. We know candidates will not have all of the qualifications listed here, and we encourage any person who thinks they will be successful in this role to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please refer to the Employee Handbook (linked at bottom of Job Description) for additional details regarding professionalism and best practices.

- Ability to understand and apply NCGA Bylaws, Rules and Regulations, California Department of Food and Agriculture and Environmental Health regulations, and a willingness to enforce them
- Ability to be kind, courteous and direct to all people regardless of age, ethnic background, religion, gender identity, sex, sexual orientation, disability, political affiliation, economic or housing status
- Effective communication skills, both oral and written
- Possesses a positive & can-do attitude

- Ability to establish and maintain great working relationships with a variety of constituents, including NCGA Board of Directors, members, co-workers, and the general public
- Commitment to professionalism in representing NCGA in the broader community
- A high attention to detail and ability to work independently with minimal supervision, as well as part of a team
- Skilled with Google Suite programs, as well as applications typically used for communications: email (Gmail), video conferencing (Zoom), membership management database (Google Sheets)
- Must not be registered on Megan's List.
- Excellent English is essential; fluent Spanish is preferred; basic Spanish is useful

### PHYSICAL REQUIREMENTS

- Ability to hustle and stay focused in a fast-paced environment while thoughtfully engaging with vendors and customers
- A valid CA Driver's License and clean driving record are required for any employee who will drive an NCGA owned vehicle
- Reliable transportation
- An authentic desire to serve customers; customer service experience
- Ability to complete heavy lifting tasks ergonomically. The employee must regularly lift and/or move 25 pounds, frequently lift and/or move 45 pounds, and occasionally lift and/or move more than 50 pounds
- Capacity to complete accurate mental math and handle cash/count back change

### DESIRED QUALIFICATIONS

- An understanding and appreciation of local food systems and agriculture, particularly food security and access, food justice, small family farming, and sustainability
- Ability to provide translation & interpretation services at the farmers' market as needed
  - Spanish speaking applicants are desired and will be given preference

### JOB PARAMETERS

**Job Title:** Farmers' Market Assistant Manager

**Location:** Arcata, CA

#### Schedule:

- April - November: Saturdays, 8 hours per week, 7AM-3:30PM.
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**Supervisor:** Arcata Plaza Market Manager

**FLSA Status:** non-exempt    **Salary Table:** Hourly based on experience; Starting: \$20/hour

**Resources:** [Employee Handbook](#) / [Market Manager Binder](#)

*NCGA is an equal opportunity employer that strives to create a diverse, equitable and inclusive workforce. We strongly encourage people of color, LGBTQ individuals, and people with other marginalized identities to apply.*

*The NCGA is a membership-run organization that has become a community institution in its 42 years of running thriving and profitable farmers' markets in Humboldt County. The NCGA offers robust community education and advertising, and our customers are knowledgeable about the value of local food and small farms. NCGA acts as an advocate for small-scale agricultural producers in the county and works to improve food security for lower income community members. Earned revenue through member fees, merchandise sales and fundraising support basic market operations, while diverse grant funding and outside contracts supports community engagement and a variety of outreach and education programs.*