



North Coast Growers' Association

Humboldt County Farmers' Markets

www.northcoastgrowersassociation.org

PO Box 4232 Arcata CA 95518

(707) 441-9999

Arcata Plaza Farmers' Market On-Site Co-Manager

Updated April 2025

Under the supervision of Arcata Plaza Farmers' Market Manager, the Co-Manager collaborates with the Market Manager to coordinate all aspects of on-site market management. This position is designed to assist the lead manager with overseeing market staff and operations while implementing market safety infrastructure and leading waste reduction efforts. This is a public facing customer service position; the NCGA staff of the farmers' market are responsible for ensuring public safety, and responding to vendor and customer needs. This position includes a 3 month probationary period.

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

Position schedule:

- April - November: Saturdays, 10 hours per week, 6AM-4PM
- December - March: Saturdays, 9 hours per week, 7AM-4PM
- Additional hours as needed for training and staff meetings
- Hours may be adjusted to accommodate market staffing needs

DUTIES AND RESPONSIBILITIES

On-Site Market Operations and Supervision: 90%

- Assist with the coordination and supervision of all aspects of on-site market operations.
- Arrive three hours before market opening and stay through vendor breakdown and site cleanup.
- Oversee market setup and breakdown per permit map and standard procedures, including transport, maintenance, and storage of supplies and infrastructure (e.g., barricades, cones, signs, banners).
- Drive market vehicles (training provided; valid CA driver's license required; insurance provided).
- Supervise Assistant Market Managers in partnership with lead manager; assign tasks and breaks
- Support recruitment, training, and supervision of staff, interns, and volunteers.
- Act as lead at the market information booth; respond to public inquiries and represent the market professionally.
- Implement safety and emergency procedures with the Market Manager.
- Monitor and document hazards (e.g., cracks in pavement, broken tree limbs) and respond to unsafe situations.
- Assist with crowd control, conflict de-escalation, and difficult interactions (e.g., protests, mental health incidents, customer complaints).
- Maintain traffic control measures and handle safety infrastructure (e.g., bollards, cones, signage).
- Enforce market rules including No Pets (except ADA service animals), No Smoking, and No Unauthorized Vending.
- Training in de-escalation and crisis management provided.
- Coordinate market programming: orient musicians and tablers, support zero-waste efforts, and address community needs.
- Administer Nutrition Incentive Programs (CalFresh, Market Match) including application support and transaction processing.

- Sell market merchandise and manage inventory.
- Ensure all customers, vendors, and partners are treated with dignity and respect.
- Lead Waste Reduction (Zero-Waste) efforts at the market
 - Monitor and manage waste stations: compost, recycling, and trash.
 - Sort compost and support vendor/customer education.
 - Research and implement composting best practices.
 - Coordinate zero-waste volunteers and staff as needed.

Sample Market Day

- 6AM: Driving van from NCGA office to plaza, complete safety infrastructure set up upon arrival
- 8-9AM: Check-in and assign tasks to staff, fully close streets
- 9-3PM: Delegate tasks to staff. Sell merchandise, process EBT and Market Match transactions, assist with CalFresh Outreach, answer questions, enforce no dog, no blanket vendor and other market rules, empty trash and check compost stations.
- 1PM: Collect vendor stall fees
- 2-3PM: Break down the market and pack-up all market supplies
- 3PM: Finish clean-up and ensure vendors are packed up; collect final supplies in vehicle
- Return to the office and unload supplies as needed

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 Microsoft Office and Google Suite programs, as well as applications typically used for communications: email (Gmail), video conferencing (Zoom), membership management database (Google Sheets), social media (Facebook, Instagram)
- Must not be registered on Megan's List.
- An authentic desire to serve customers and to create a safe, welcoming environment for all
- Excellent English is essential; 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 access to a working and registered vehicle
- 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: Arcata Plaza Farmers' Market Co-Manager

Location: Market site: Arcata Plaza, Arcata, CA

Office site: NCGA Harvest Hub, 5720 West End Road, Arcata, CA

Schedule: 9-10 hours on Saturdays from 6/7AM to 3:30/4PM, year-round. (6AM-3:30/4PM April-November, 7AM-3:30/4PM December-March)

Supervisor: Arcata Market Manager

FLSA Status: non-exempt **Salary Table:** \$20 starting rate during probationary period; Increase upon completion of probationary period

If this position is determined not to be a good fit for the applicant, they may be invited for hire as a market assistant, or on-call market assistant. These positions remain at \$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.