



# North Coast Growers' Association

Humboldt County Farmers' Markets

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

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The North Coast Growers' Association is hiring for seasonal, part-time positions with our farmers' markets. Join our dedicated, creative and fun-loving team to help enhance the resiliency of our local food system and improve local food access for all.

Farmers' markets are a dynamic, fast paced work environment. Ideal candidates are passionate about our local food system, able to think on their feet, and manage multiple priorities. Seeking individuals who are independently motivated. Must be comfortable with upholding market rules and regulations while treating everyone with kindness, dignity and respect, as these jobs include working with people of diverse backgrounds and experiences.

NCGA positions involve a variety of tasks including physical, interpersonal, and technological. Must be able to work in all weather conditions and be on your feet for extended periods of time. Candidates must be reliable, able to show up on time, and step up to new challenges.

We value diversity. People of color, people LGBTQIA-identified, women, veterans, and formerly incarcerated individuals are encouraged to apply. EOE.

## **Our Mission:**

The North Coast Growers' Association supports Humboldt County's farmers and artisan producers in building a robust and resilient local food system.

## **Our Vision:**

We envision a strong, successful, growing community of diversified farms supporting broad based consumption of local foods and products. Our organization is stable and resilient, our members are thriving, and our customers are knowledgeable about the value of local food and small farms. We actively engage a more culturally and economically diverse customer base, and foster responsible stewardship of our agricultural resources.

We ensure that local market opportunities match the needs of our members and community including thriving farmers' markets. Our local food system is financially sustainable, money invested within direct and wholesale opportunities is balanced with the impacts to our members, and NCGA income supports the diversification of markets and product offerings of our members.

## **Our Values:**

Collaboratively, North Coast Growers' Association represents and uplifts agricultural interests in Humboldt County through community partnerships that promote knowledge of and access to local foods. We have the ability to think quickly on our feet but are unrushed in our decision making, we balance our financial goals with factors like accessibility and community benefits, and are continually seeking ways to refine internal systems, communication, and transparency. We highly value Diversity, Equity and Inclusion of all people in all of our activities.

The NCGA staff, board, and members are:

- Professional
- Organized
- Unrushed
- Stable
- Accessible
- Dependable/Reliable
- Careful
- Resourceful
- Adaptable
- Trustworthy
- Transparent
- Upholding our roots and history
- Equitable
- Community Oriented
- Focused on Zero Waste
- Diverse in our ideas, demographics, products, regions

*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.*

**Job Title: Willow Creek Farmers' Market Manager**

**Job Description Definition**

Under the supervision of the Director of Operations (Laura), and Farmers' Market Coordinator (Katherine), the Farmers' Market Manager coordinates and supervises all aspects of the operations of the NCGA-sponsored Certified Farmers' Market in Willow Creek, CA. This position is set at 8 hours per week, June through August, plus additional hours for training and meetings as needed, beginning in April. The market hours are 4-7pm plus set-up and breakdown, on-site Thursdays.

**Location:** Market site: Veterans Park in Willow Creek, CA

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

Meetings: remote online, or in person at the Harvest Hub

**Supervisor:** Director of Operations (Laura), and Farmers' Market Coordinator (Katherine)

**FLSA Status:** non-exempt

**Salary Table:** \$20/hour starting

**Schedule:** 8 hours per week, including Thursdays from 2-8PM, June 6-August 29. 2 hours per week are allocated for vendor communication/scheduling, community outreach and market paperwork reconciliation. Additional hours are allocated for monthly manager check-in meetings and training as needed.

**Resources:**

[Employee Handbook](#)

[Market Manager Binder](#)

**DUTIES AND RESPONSIBILITIES OF MARKET MANAGER**

- Coordinate and supervise the operations of the Farmers' Market
- Have working knowledge of current members, their farms and what they produce
- Have knowledge of all permits, licenses, insurance, and certificates necessary for the operation of the Weekday market(s); assist the Director of Operations to apply for all of the above; and keep copies of these documents on site.
- Understand and enforce market rules and regulations, and inspect each vendor's certificates, permits, and licenses necessary for compliance. CDFA Market Manager binder and NCGA Manager Binder are provided and contain all relevant information. We will review highlights together, and always reach out to the supervisor with any questions. Enforcing market rules is of utmost importance as county or state inspectors do conduct regular and unannounced inspections.
- Arrive at each market two hours prior to opening and stay until one hour after closing, or until all vendors are packed up and the site has been restored to prior working order.
- Secure market site, including all set-up and break-down, according to the permit map and standard market procedures. This includes the transportation, maintenance, and storage of market barricades, cones, signs, canopy, banner, and other market supplies, as well as sweeping and picking up trash on site. Some materials are stored on-site or nearby. Some materials travel with you (binders, tokens, cash bag, EBT machine, tracking paperwork, etc.). A site visit previous to the first market day will be provided during training. Market Manager must have access to a working vehicle that can transport market materials. NCGA will reimburse vehicle mileage.
- Implement safety and emergency procedures when necessary. Be aware of any unsafe situations and document any safety concerns, particularly cracks/holes in street or sidewalk, broken limbs on trees, and other pedestrian obstacles. Be prepared to call on law enforcement in the event of a real emergency or hazardous person.

- Assign all stall spaces to vendors and supervise appropriate stall space use. Connect with vendors who attended last year at least 2 weeks in advance of opening. Use the voicemail system (441-9999) passcode 423201 to coordinate with vendors. You must check the voicemail at least once daily in the 2 days prior to market and at least 2x on the day of the market, once right before you begin market set-up. You are encouraged to also give your cell number to vendors.
- Set up and maintain the information booth at the market site and act as the central resource person on behalf of the market. Facilitate program outreach including EBT and Market Match transaction processing, assisting with CalFresh applications via website. Sell merchandise and maintain responsibility for inventory, including receiving and processing deliveries. Treat all customers, members and community partners fairly, with dignity and respect.
- CalFresh/Market Match procedures checklist is included in the market binder. Record each transaction on paper or online spreadsheet. Note match amount on each receipt. Keep a copy of each receipt. Always sign in and out of the EBT machine at the beginning and end of market day.
- Collect and count stall fees, association dues, and other monies for each market day. Keep all money, vouchers, receipts, tracking documents and required notes organized, stored in a secure location, and maintain accurate accounting records for each. Submit all money, vouchers, receipts, tracking documents and required notes to the Director of Operations on a weekly basis at a predetermined time. Always count your cash and note the amount at the beginning and end of each market. A "Captain's Log" is filled out each week, which tracks your most important data.
- Fill in data on market summary tracking sheets after completion of market day and resolution of stall fees and merch sales for that market day.
- Encourage compliance with market regulations by posting required signage, distributing necessary information for first-time market participants, reminding vendors of regulations as needed, and fielding questions. Visit your vendors' booths often, check their signage and paperwork frequently. Look for new products. Look for quality and cleanliness.
- Encourage and promote vendor participation and communication. Consider joining a committee if there is a topic of interest to you and use this opportunity to follow up with vendors (music sponsorship, Friends of the Farmers' Market)
- Resolve member disputes when possible and/or refer problems to the Director of Market Operations, Executive Director or Board of Directors as necessary. Make a written note of any disputes or grievances that arise.
- Represent the farmers' markets and serve as the market liaison with various community partners including but not limited to: market site hosts; State, County and local officials; CalFresh and WIC representatives; outreach program partners; funding partners; local merchants; all interested nonprofits, community groups, associations and individuals
- As applicable, engage site hosts and community partners to address beautification, parking, bike access, and accessibility issues
- Distribute all posters, flyers and promotional materials to local merchants, associations, and the Chamber of Commerce within the communities of the weekday markets. Solicit sponsorships and other donations on behalf of the market to help support music, market operations and outreach programs. Assist with market promotions, outreach and other press coverage.
- Coordinate the live music schedule for weekday markets, including contacting and booking musicians and sharing the schedule with market staff for promotion purposes
- Take photos of vendors booths/products/faces. Do an at-market social media post featuring a seasonal item, new vendor, or something special happening at market that day.
- Attend monthly NCGA manager meetings. Attend NCGA Fall and Spring membership meetings
- Keep a detailed timesheet of hours worked and duties performed. Timesheets are kept in Google Drive, as are all other important NCGA documents. Review Drive functions.

- Perform all other related duties as assigned

### **IDEAL QUALIFICATIONS:**

Farmers' Markets are 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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please refer to the employee Handbook for additional details regarding professionalism and best practices.

- Ability to understand and apply NCGA Bylaws, Rules and Regulations
- Ability to understand CDFA Certified Farmers' Market (CFM) and Direct Marketing regulations, 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
- Possess a positive & can-do attitude
- A self-starter with strong attention to detail and proven experience managing multiple priorities.
- 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
- Foundational understanding of sustainable food systems, especially food access and food equity issues
- 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
- Ability to process credit card transactions using *Square* on a tablet or phone.
- Receive CalFresh 101 training or higher, from Humboldt County Department of Social Services
- Skilled with Microsoft Office and Google Suite programs, as well as applications typically used for communications: video conferencing (Zoom), membership management database (Google Sheets), social media (Facebook, Instagram).
- Ability to hustle and stay focused in a fast-paced environment while thoughtfully engaging with vendors and customers.
- A high attention to detail and ability to work independently with minimal supervision, as well as part of a team
- An authentic desire to serve customers; customer service experience.
- A valid CA Driver's License and clean driving record are required for any employee who will drive an NCGA owned vehicle.
- Must not be registered on Megan's List.
- An understanding and appreciation of local food systems and agriculture, particularly food security and access, small family farming and sustainability
- Excellent English is essential; basic Spanish is useful.

We believe the following 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.

### **APPLICATION INSTRUCTIONS**

This position is being offered as a seasonal, part-time position.

To be considered for this position, please submit an [application](#), resume, and cover letter. Professional references will be sought from candidates who advance to an interview.

We will begin reviewing submissions as they are received. Applications will remain open until the positions are filled.

We understand that not all candidates will be able to fully represent their capacities with a standard application package such as this one. Any candidate who wishes to submit alternative materials may reach out to us to discuss the materials they want to submit. Please email [info@northcoastgrowersassociation.org](mailto:info@northcoastgrowersassociation.org) with any questions regarding this job announcement or application instructions.