



# POSITION DESCRIPTION

**Job Title:** Boulder Wednesday Market Coordinator

**Reports To:** Boulder Markets Manager

**Status:** Part-time, Seasonal

**Pay Range:** \$20/hour, 15 hours per week

**Expected Start Date:** 04/20/2023

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## About Boulder County Farmers Markets

Boulder County Farmers Markets is a 501 (c)4 non-profit organization dedicated to strengthening our food system by supporting, promoting, and expanding access to locally grown and made products for all members of our community. We do this by operating seasonal farmers markets (including the Boulder and Longmont Farmers Markets) and a year-round online marketplace that connect and strengthen relationships between local farmers, producers, and enthusiastic eaters.

## Position Description

Boulder County Farmers' Markets is looking for a part-time Boulder Wednesday Market Coordinator to manage the farmers market in Boulder on Wednesday evenings throughout the season (May 3rd-October 4th) and to provide management coverage at the Boulder Saturday and Longmont Saturday farmers markets as-needed (April 1st-November 18th). This position has potential for growth and can evolve based on interest and capacity. Boulder County Farmers Markets is seeking energetic and talented individuals who are self-starters capable of working independently and in teams, able to multitask and handle a wide variety of job responsibilities. Candidates should have experience working in or have a proven commitment to local food systems and community engagement.

At a minimum, candidates should be able to work from 12:00pm-10:00pm Wednesdays from May to October, up to 5 hours of prep work during week, and roughly one Saturday Market per month (dates to be determined). Position will begin

in April for training. Additional tasks may be assigned depending on the need and interest of the candidate.

### The Ideal Candidate

- Is passionate about good food!
- Is collaborative, patient and communicative.
- Has excellent problem solving skills.
- Is a joyful advocate for small farmers and the Boulder County local food economy.
- Enjoys multitasking and maintains a calm, upbeat demeanor during times of high stress, and during unusual events.
- Has a sense of humor and is able to adapt when things don't go according to plan.
- Will develop positive relationships with customers, vendors, community and fellow team members and can communicate in a compassionate and direct manner.
- Is punctual, dependable, and respectful of company time and resources
- Is a clear communicator with the ability to build and maintain professional relationships with a variety of people.
- Can manage staff and volunteers during the market and coordinate with various stakeholders and vendors to ensure a smooth market operation.
- Preferred prior experience working in the hospitality industry, farmers market, or farm setting.
- Is willing to learn, follow and enforce specific systems and provide input on best practices.
- Is able to work long days in all weather conditions: we are an all weather market!
- Has access to a vehicle, a valid driver's license and vehicle insurance.
- Has the ability to lift 50+ pounds and to stand and walk for hours at a time.
- Has availability Wednesdays from 12:00-10:00pm and able to cover shifts on Saturdays from 5:30am-4:30pm.

This position is a blend of event coordination, physical labor, and relationship building. The Boulder Wednesday Market Coordinator is the point person on the street for the market and required to wear many hats at once. Some computer-based market prep work, one meeting a week and driving to Boulder County Farmers Market warehouse in Longmont for supplies are a part of this position. Exact requirements can be flexible for the right candidate.

### To Apply

Please send a letter of interest and resume to [boulder@bcfm.org](mailto:boulder@bcfm.org). Applications will be reviewed on a rolling basis.

***Boulder County Farmers Markets seeks to expand and strengthen the local food economy for everyone.*** We celebrate differences and are committed to creating an inclusive work environment. We are proud to be an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status in any hiring decisions.