

**Sitka Local Food Network
Project Description**

PROJECT TITLE: Farmer's Market Assistant

Exempt: No	Compensation: Stipend
Department: SLFN	Hours: 10-15 hours per week
Reports to: SLFN Market Coordinator	Effective Date: June 15, 2012
Prepared By: SLFN Market Coordinator	Approved By: SLFN Board of Directors

I. SUMMARY

The goal of the Sitka Local Food Network Farmer's Market Assistant position is to aid both the SLFN Farmer's Market Coordinator and the production at St. Peter's Fellowship Farm in the development, implementation and oversight of Sitka's 5th Annual Farmer's Market.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Commit to working at all 6 Farmer's Market's alternating Saturday's beginning July 7th through September 15th
2. Submit PSA's to media outlets in a timely fashion
3. Canvas the town with announcements
4. Recruiting Musicians for each Market
5. Set up and clean up the Market each week
6. Assist in harvesting St. Peter's Fellowship Farm as needed before and during the Market.
7. Keep the Farmer's Market Coordinator, Farmer's Market Subcommittee Members, SLFN Board of Directors informed concerning work progress, including present and potential problems and suggestions for new or improved ways of addressing problems.

III. MINIMUM QUALIFICATIONS

Education and Experience

The successful applicant must hold a high school diploma and interest in related field. Some demonstrable familiarity and interest in gardening, farming and event coordination is preferred.

Knowledge, Skills and Abilities

1. Strong oral communication skills.
2. Excellent writing and editing skills.
3. Familiarity with computer programs to include Microsoft Office Suite, email and Internet.
4. Ability to manage multiple tasks, work independently with minimal guidance, take initiative and work as a team player.
5. Previous experience hosting or assisting in event coordination.
6. Ability to establish and maintain effective working relationships with others, specifically, vendors, gardeners, musicians, staff from other agencies, and the general public.
7. In previous employment, demonstrated ability to be a reliable worker, to show up on time consistent with the required work schedule.

Approved:

Johanna Willingham
SLFN Farmer's Market Coordinator

5/7/2012
Date

Approved:

Kerry MacLane
Sitka Local Food Network Board of Director's President

5/21/2012
Date

Received:

Sitka Local Food Network Board of Director's Secretary

Date