



CITY OF WATERTOWN

PERSONNEL DEPARTMENT

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GAYLE M. SHATTUCK
Personnel Director

December 27, 2021
Posting #22-12-03

VACANCY ANNOUNCEMENT Seasonal At-Will Position

FARMERS' MARKET COORDINATOR - PART TIME **Watertown Farmers Market (WFM)**

The City of Watertown seeks a dedicated, seasonal employee to handle operations of its Farmers' Market, open June - October, with pre-season work beginning in March. The ideal candidate is passionate about farmers markets, the local food system, food security, and community building. Working under the general direction of the Community Wellness Program Manager, the Coordinator will assist with pre-season market preparation and promotion. Seasonal responsibilities include oversight of market operations, including set-up and breakdown; assist vendors, volunteers, and consumers with market related information; enforce market rules and policies and ensure inclusiveness and public safety; monitor the manager's tent, administer SNAP/transactions, and maintain market-day records and reports. Coordinate scheduling with vendors, guests, and volunteers; Actively promote the market and vendors through newsletters and social media posts; Co-supervise market staff and volunteers. Additional administrative and logistical tasks as needed.

REQUIREMENTS:

College degree and experience with Farmers' Markets, farm/food-related or similar environment, or general event planning required. Highly organized with strong customer service, problem solving, and communication skills. Reliable, collaborative, friendly, and energetic. Demonstrated experience to learn quickly and manage priorities in a fast-paced environment. Experience/familiarity with using spreadsheets, on-line survey, and newsletter tools (Google Docs experience preferred), and with social media.

Must be able to stand and/or be mobile for several hours at a time, and work outdoors in all weather conditions (including rain); able to lift up to 40lbs with assistance; pass CORI and SORI background checks. Valid Massachusetts Driver's license with a good driving record is preferred.

WORK SCHEDULE:

Pre-season preparation: 10 - 15 hours per month, beginning in March 2022, schedule TBD.

Market Season: 12 - 15 hours per week from mid-June to mid-October; the Coordinator must be available to work at least 18 out of the 19 weeks of the season. Hours are Wednesdays, 12:30 - 8:00PM on with additional hours during the week, TBD.

QUALIFICATIONS:

College degree and experience with Farmers' Markets, farm/food-related, or similar setting preferred. Highly organized with strong customer service, problem solving, and communication skills, Reliable, friendly, and energetic. Experience/familiarity with using spreadsheets, on-line survey, and newsletter tools (Google Docs experience preferred), and with social media.

SALARY: \$25.00 per hour, non- benefit -eligible

TO APPLY: A City of Watertown application form is available at www.watertown-ma.gov under Job Posting. A City application is required, a cover letter and resume may be attached and is accepted by mail, email: personnel@watertown-ma.gov; Fax 1-617-923-8195 or 149 Main Street, Watertown, MA 02472.

APPLICATION DEADLINE: Open until filled

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER