



We're Hiring: Farmers Market Specialist



Job Title: Market Specialist (Alexandria Farmers Market)

Reports to: Executive Director for Farm & Food.

Status & Pay: Salaried \$54,000/yr depending on experience, full-time, exempt.

Benefits: Health Insurance, vision/dental insurance, HSA contributions, life insurance, generous and flexible vacation and sick-time, professional development opportunities.

Work Schedule: Monday - Friday, especially market days (Tuesdays) year-round. Some evening work is required. Some travel in-state and out of state on occasion.

Work locations/conditions: 1302 Murray Street Alexandria, LA (office) and 2727 Jackson St. Alexandria, LA (market), other locations as needed, work is outdoors in all weather conditions with repeated heavy lifting (50 lbs +), inside at a desk in an open office environment; year-round, some shifts may exceed 8 hours as needed.

Job Duration: This position is grant funded and continued employment is based on performance.

To Apply: Please email your resume and any additional relevant information that you feel will help us assess your qualifications for this role, to the Executive Director for Farm and Food, Bahia Nightengale at bnightengale@louisiana-central.com with "Market Specialist Application" as the subject of the email. The position is open until filled and interviews will begin immediately.

Job Summary: The Market Specialist role is ideally suited for someone who wants to learn how to run a farm or food business! Do you think like an entrepreneur? Are you willing to try things that will fail and keep moving forward on a project? Do you love to garden or farm? Have a passion for building equitable food access in central Louisiana? Do you want to support the sustainability of very small/small farms and help build a financially rewarding specialty crop industry in our state? Do you understand the basic concepts of fresh food aggregation (working with gardeners and very small farms) and enjoy connecting with customers about fresh fruits and vegetables? The Market Specialist, employed by Louisiana Central and working primarily with the Alexandria Farmers Market, will be responsible for the day to day operations of the Consignment Table at the Tuesday Alexandria Farmers Market. The Market Specialist is one of two Louisiana Central staff onsite at the market every Tuesday. They prepare the market location and equipment each week, set-up/ tear-down and oversee AFM sales and services at the consignment table. This position focuses on the general market operations, data collection, community engagement, and consignment table inventory and vendor management. onsite market staff are responsible for enforcing policies and assuring smooth and safe operations of the market every week. This is a physically demanding, public facing, outdoor job, and it requires the ability to move equipment weighing up to 50 lbs., step up and down out of/off of trailers, set up multiple 10'x10' canopies, move large boxes and provide first aid

in emergencies (once qualified). Working conditions include but are not limited to rain, heat, excessive humidity, freezing temperatures and wind; plus the occasional blue-bird day that makes all of that worthwhile. The person hired for this role must have a valid driver's license, proof of vehicle liability insurance, and a reliable vehicle to get to and from their duty stations daily.

Market Specialist Job Duties and Responsibilities Could Include:

- Efficiently perform market set-up, operations, and breakdown weekly in all weather conditions with the Vendor & Market Specialist.
- Coordinate vendor layout weekly and troubleshoot logistical issues in real time with the Vendor & Market Specialist.
- Onsite coordination of the Tuesday market, including the consignment table, in collaboration with the Vendor & Market Specialist.
- Establish and maintain the consignment table processes for produce delivery, aggregation, and close out weekly.
- Manage consignment table point of sale system, vendor invoicing, and inventory control measures.
- Communications: Facebook live events weekly, social media posts, stories, and outreach, send all-vendor email weekly, respond to social media messages, phone calls, and market business in a timely manner.
- Ensure vendor compliance with market rules and regulations, work with the Vendor & Market Specialist to build a culture of understanding and support for rules and regulations.
- Co-manage market data collection, recordkeeping, and vendor files in partnership with the Vendor & Market Specialist and the team administration assistant.
- Represent AFM in the community at large through relevant outreach activities.

Other duties as assigned and at the discretion of the Executive Director for Farm & Food.

Relevant Skills and Expertise Could Include:

- Small Business Management/startup.
- Specialty Crop small scale production agriculture.
- Familiarity and experience in produce postharvest handling, wholesale produce quality standards, regulatory compliance, and GHP/GAP/FSMA food safety regulations.
- Agricultural Risk Analysis, Assessment, Mitigation, Management.
- Knowledge of and comfort with agriculture production, farms, farmers markets, and farmers.
- Experience selling to, buying from, and/or operating a food hub.
- Experience teaching or training farmers, food producers, aggregators, and/or distributors.
- Proficiency with basic software and technology including Google Workspace, smart phones, copier, webinar platforms, etc..
- Outstanding organizational, record keeping and data management skills.
- Superior listening, verbal and written communication and interpersonal skills
- Demonstrated ability to network and collaborate with multi-agency/state initiatives
- Ability to present complex information clearly and concisely to groups of farmers, buyers, etc.
- Entrepreneurial thinking and problem solving skills.

MARKET & REGION OVERVIEW

The Alexandria Farmers Market, a program of Louisiana Central (a 501 c3 non-profit), is a weekly gathering that connects the community of Alexandria with the farmers, ranchers, and agricultural artisans of central Louisiana. This connection strives to improve the physical, social, and economic well-being of the region by providing access to fresh, healthy, local food for residents, fostering community relationships, and serving as a business incubator for farmers. Our market operates every Tuesday, year-round. During peak season, we have an average of 25 vendors and over 800 visitors per market day. The market benefits from strong community collaboration, and offers nutrition access programs, and educational events for diverse populations. For more info, visit our [website](#) and [Facebook](#).

Alexandria is the center of the Louisiana Central service area and region. Bordered by the Mississippi River in the East and the Sabine River in the West, with rolling hills and fertile farmland. Central Louisiana offers the state's widest variety of attractions, food, and lifestyles. From outstanding youth programs to the finest in music and art, the best hunting and fishing in the country to secluded hiking and mountain biking trails, lakes and waterways for canoeing and kayaking, central Louisiana has a quality of life that can meet and exceed any need. Each of our 10 parishes has something unique to offer and together, they form a region rich in culture and recreational opportunities. Alexandria boasts easy access to the Kisatchie National Forest and a variety of waterways for hiking, biking, paddling, or camping; a growing downtown neighborhood along the Red River; two institutions of higher education (Louisiana State University at Alexandria and Central Louisiana Technical Community College); a variety of museums, parks, theaters, and special interest groups. Central Louisiana is the heart of Louisiana and a great place to live, work, and play!

EEO Statement

Louisiana Central is committed to a policy that provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, religion, national origin, ancestry, age, marital status, pregnancy, medical condition including genetic characteristics, physical or mental disability, veteran status, gender identification and expression, sexual orientation, and to make all employment decisions so as to further this principle of equal employment opportunity. To this end, Louisiana Central will not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, ancestry, age, marital status, pregnancy, medical condition including genetic characteristics, physical or mental disability, veteran status, gender identification and expression, sexual orientation, and will take affirmative action to ensure that applicants are offered employment and employees are treated during employment without regard to these characteristics.

ADA Statement

Louisiana Central is committed to providing access and reasonable accommodation in its services, programs, activities and employment for individuals with disabilities. To request accommodation in the application process, contact Bahia Nightengale at least 48 hours in advance at BNightengale@louisiana-central.com.