



## Vendor & Market Specialist



**Job Title:** Vendor & Market Specialist (Alexandria Farmers Market)

**Reports to:** Executive Director for Farm & Food.

**Status & Pay:** Salaried \$42,000-\$45,000 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. A small relocation stipend may be available.

**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 for a 3 year term..

### Vendor & Market Specialist Job Responsibilities

**Technical Assistance:** Support the Market Manager to address needs and opportunities of market vendors and potential vendors. Connect vendors and potential vendors to existing resources, develop any missing resources as needed. Emphasizing a culture of food safety at the market and in vendor facilities. Other technical assistance as needed.

**Market Day Support:** Work alongside the Market Manager to ensure each market day is as successful as possible, for the community, the vendors, and the market. Staff the Welcome Tent and facilitate the Nutrition Access Programs every Tuesday, year-round.

**Reporting & Data Management:** Keep accurate data and maintain records for all activities for use in reporting and grant development. Including research and data analysis as requested.

**Community Outreach:** Recruit potential market vendors from our 10-parish region and statewide. Identify partner organizations to leverage our messaging for vendor opportunities. Create market materials, vendor and potential vendor resources and materials, and ensure distribution to appropriate locations in print and digital media. Including social media.

Other duties as assigned.

### **Requirements (things you have experience and/or education in):**

- Specialty crop production.
- Local food systems.
- Excellent oral and written communication.
- Google Workspace proficiently (Drive, Gmail, Groups, Photos, etc.).
- Providing technical assistance to farmers and market vendors.
- Workshop and training program design and delivery (emphasis on food systems and agriculture).
- Work outdoors in all weather conditions.
- Drive your own reliable vehicle (proof of insurance required upon hiring).
- Copywriting.

### **Skills (things you're good at and enjoy):**

- Interacting with diverse populations with enthusiasm and respect.
- Staying organized and juggling ongoing and overlapping tasks, priorities, and deadlines.
- Strong attention to detail, even amid distractions.
- Problem solving in complex systems and programs..
- Working proactively to make things happen in challenging environments/situations.
- Balancing the execution of day-to-day tasks while working toward a long-term vision.
- Staying calm during challenges.
- Working independently as well as on a team (and with other teams).
- Comfortable with basic remote work tools (Zoom, Basecamp, etc.)
- Fluent in English and other languages in use in the central Louisiana region (Spanish, Louisiana French, Vietnamese, Tagalog, etc.).

### **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](mailto:BNightengale@louisiana-central.com).