



# JOB DESCRIPTION

## FARMERS' MARKET LOCAL FOOD FELLOW

<b>Department:</b>	Parks and Recreation	<b>Classification/FLSA:</b>	Seasonal Fellowship Project
<b>Location:</b>	Farmers Market	<b>Reports To:</b>	Recreation Superintendent
<b>Supervises:</b>	N/A	<b>Benefits:</b>	Per City Handbook
<b>Travel:</b>	As needed	<b>Salary Range:</b>	\$17.50 / Hour

### POSITION SUMMARY

Pittsburg Farmers' Market, in partnership with K-State Research and Extension Local Food Systems, is seeking a Local Food Fellow to complete the local food system project: Social Media Manager/Market Manager Assistant.

This part-time, sixteen-week (320 hour) fellowship will run from April 14th through August 1st, 2025.

### DUTIES AND RESPONSIBILITIES

- Promote the market through social media and other outlets to increase awareness.
- Conduct "Vendor Spotlight" interviews on an approved timeline. Visit vendor properties, create video or written stories with pictures detailing what each vendor sells and how they create their products.
- Maintain positive relationships with all vendors.
- Attend and assume the "Market Manager" position on certain Saturday mornings from June through July. This entails unlocking and setting up the market facilities, ensuring vendor well-being, submitting SNAP/EBT transactions and collecting vendor fees.
- Assist Market Manager, when applicable, in advertising for, securing, and maintaining local sponsorships. · Promote use of nutrition purchasing programs such as SNAP/EBT & Senior Farmers' Market.
- Conduct customer, potential customer, and vendor surveys.
- Perform related functions as assigned.
- Complete final report to be submitted to K-State Research and Extension Local Food Systems Program Coordinator before finishing fellowship time period.

### MINIMUM QUALIFICATIONS

- Requires a high school diploma or equivalent.
- Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media and social media.
- Possess computer skills including email, internet, and Microsoft Office Programs.
- Valid driver's license and ability to drive.
- Willingness and ability to work mornings or afternoons, including Saturday mornings.
- Must be 21 years old or older.

**PREFERRED QUALIFICATIONS**

- Experience working with individuals, groups, and co-workers to accomplish individual and/or group goals, as evidenced by previous leadership roles.
- Experience working with diverse audiences.
- Experience in managing social media, preferably Facebook, for a page other than one's own.
- Some experience in photography, videography, or professional writing.

**OTHER REQUIREMENTS**

- Applicants must be currently authorized to work in the United States at the time of employment.

The City of Pittsburg is an Equal Opportunity Employer