



Market Coordinator

Seasonal, Part-time, Hourly

The Talking Farm's mission is to provide education, example, and hands-on experience to members of the community to expand the awareness, importance, and availability of food grown sustainably. The Talking Farm operates the Howard Street Farm, a 2.5-acre urban farm in Skokie as well as offsite educational gardens and sells produce at its online market, local farmers markets and through its Garden Membership/weekly produce box program.

Job Description

The Market Coordinator will report to the Production Manager and will be primarily responsible for selling The Talking Farm's locally-grown produce at farmers' markets in Evanston and Northern Chicago. The Market Coordinator is a seasonal, part-time, hourly position requiring approximately 20-25 hours/week between mid-April to early November. The Market Coordinator will handle 2 markets/week including 1 weekend (Saturday) market and 1 weekday (Wednesday) evening market. In addition, the market coordinator will work approximately 1 day/week on the Howard Street Farm assisting with farm tasks and market preparation.

Duties & responsibilities:

- Prepare produce and market stand for farmers markets
- Willingness to drive cargo van to deliver produce or to/from markets and work early weekend hours
- Maintain the farmers market calendar and staff markets in coordination with the Production Manager
- Interact with market managers and other market staff as necessary and facilitate and respond to communications from them regarding the farmers markets
- Coordinate with Production Manager on curating produce for weekly markets
- Work with and/or train staff and interns on organizing product display, setting up, breaking down the market table and signage
- Attend approximately 4-5 farmers markets per month, including setting up and breaking down the farm stand and transporting produce to/from cargo van, facilitating sales and interacting with customers
- Willing to train on Shopify, TTF's commerce platform, and handle cash and credit transactions at the market as well as have knowledge of generally-accepted cash-handling practices
- Track inventory and generate sales reports (can be done from home)
- Assist with farm tasks including seeding, planting, cultivating, hand-weeding, watering, hoeing, broadforking, managing pests, harvesting, composting, washing, processing and packaging vegetable, fruit and herb crops, greenhouse seeding, bin washing, flower harvesting and arranging
- Participate in and create a positive team environment for other staff, interns and volunteers around market, farm and garden activities
- Interact positively with members of the public
- Occasionally assist in the set-up, execution, break-down and clean-up for fundraising events as directed
- Any other farm- or market-related activities as directed by the Production Manager or Executive Director



Preferred Qualifications:

- Previous experience with sales at farmers markets or similar environments
- Growing season experience with gardening, urban farming or conventional farming a plus but will train
- The ability to take direction, be flexible, learn new farming and growing techniques and communicate and explain farming practices clearly to others
- Experience with physical labor or intense outdoor activity
- Ability to stay focused throughout the day, keeping an efficient pace no matter the activity
- A friendly and open disposition and a willingness to work in a team
- Current driver's license & good driving record, and the ability to drive a cargo van (or willingness to learn)
- Reliable transportation and willingness to commute to Skokie-Evanston-North Chicago areas
- Ability to identify different types of vegetables, fruits and herbs and answer questions about them
- Basic proficiency with generating and reading spreadsheets and willingness to learn how to generate reports on online commerce platforms such as Shopify
- Understanding of and experience with generally accepted cash-handling practices and in-person credit card sales and/or willingness and ability to train
- Strong customer service and communication skills to interact positively with market customers and represent the best interests of the organization.
- Physical requirements: Ability to regularly lift up to 50 pounds; bend and crouch; walk on uneven surfaces, use hands and arms to pick/pull/grasp; see at close range, as well as at a distance; hear and speak to communicate with customers and staff; and work outdoors in all types of weather.

Compensation & Benefits: Hourly \$18/hour, paid bi-weekly. 3 full days of paid time off (may be taken as partial days & must be scheduled in advance). 5 paid days of sick leave (may be taken as partial days). Free produce.

To apply: Please submit a resume and cover letter to jobs@thetalkingfarm.org. If your qualifications meet our standards, we will contact you to schedule an interview. Unfortunately, we cannot reply to all applicants.

The Talking Farm provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sexual orientation, sex, gender identity, national origin, age, disability or genetics.