



Staff Farmer & Market Coordinator

Seasonal, Full-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 Staff Farmer/Market Coordinator will report to the Production Manager and split their time between assisting in the cultivation, maintenance, harvest, and operation of the Howard Street Farm by implementing the crop plan and facilitating the smooth operation of and attendance at 2-3 farmers markets during the market season from early June to late-October/mid-November. This full-time, seasonal position requires approximately 35-40 hours/week between April and late October/early November. Attendance at one (1) weekend farmers market is required weekly.

Duties & responsibilities:

- Implement crop plan as directed by the Production Manager
- Responsible for 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, and/or winterizing the Howard Street Farm and off-site educational gardens
- Help oversee, prepare, fill and deliver produce for farmers markets, online farm stand and weekly farm box/CSA program
- Willingness to drive cargo van to deliver produce or to/from markets and/or CSA pickup sites
- 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 preparing 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 4-8 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
- Track inventory and generate sales reports (can be done from home)
- Help oversee, lead and/or and train interns and volunteers on the farm in farming techniques
- Create a positive team environment for other staff, interns and volunteers around farm and garden activities
- Interact positively with members of the public and donors who visit and/or volunteer on the farm
- Responsible for daily and routine upkeep and maintenance of the farm, equipment and facilities



- Provide tours and media content when requested on occasion
- Occasionally called upon to 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:

- At least 1 year/growing season experience with gardening, urban farming or conventional farming
- 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 to help teach volunteers and interns about urban farming
- Experience with sales at farmers markets or similar environments preferred
- Willingness to attend early morning weekend farmers market in Skokie
- 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
- Understanding of and experience with generally accepted cash-handling practices and in-person credit card sales or willingness 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 \$19/hour, paid bi-weekly. 5 paid days leave (may be taken as partial days). Free produce and discounts.

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, due to the volume of applications, 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.