



CASCADEMARKETS.ORG

PO BOX 2184, LEAVENWORTH, WA 98826  
INFO@CASCADEMARKETS.ORG | 509-885-3474

## MARKET ASSISTANT GENERAL DESCRIPTION

**This is a great job for a recent graduate, a parent, a retiree or anyone with an interest in food-access, market-farming, public health or community programming! Perks often include fresh local produce!**

The Market Assistant is a seasonal role, responsible for day-of support of the weekly (Thursday) farmers market in Leavenworth and, at a minimum, occasionally supporting at the Cashmere Market on Sundays. The Market Assistant reports to the Executive Director and is overseen by the Board of Directors.

This position is a unique job for an energized person! On market day, the Market Assistant will co-host the Manager booth, so they must have great communication skills. Our markets are an essential food-access point for our communities, so our Market Assistant must be committed to the service of others.

We value work-life balance for our employees and our markets are family affairs, so we welcome parents to apply for the job and to bring their kiddos to market with them.

## SCHEDULE & HOURS

The schedule for this position is limited to 7-8 hours/week on Thursdays, roughly 1:30pm - 8:30pm, plus the ability to cover at least 2-3 Market Assistant shifts in Cashmere over the course of the season (Sundays, from 7am - 2pm). **The season for this position is June - Mid October.**

## COMPENSATION & BENEFITS

Hourly, \$16-17/hour DOE. This position will accrue WA standard paid sick leave at a rate of 1 hour per 40 hours worked. An end of contract bonus may be considered by the board for superior performance.

## REQUIRED QUALIFICATIONS

- Commitment to at least 16 out of 20 **Thursday shifts June 2nd - October 13th is required**
- Comfortable working with people of diverse economic, cultural, and social backgrounds
- Excellent professional communication skills
- Demonstrated ability to communicate boundaries, give and receive constructive feedback
- High school graduate, higher education preferred
- Ability to lift 40 pounds (and comfortable with regular physical work)

## DESIRED QUALIFICATIONS

- Ability to speak some Spanish or a strong desire to learn
- Farming, food access, or farmers market experience is a plus!

## RESPONSIBILITIES

At a minimum, the position requires the following:

- Market set-up: assisting vendors to their booth locations, setting up the market-owned booth(s) including moving numerous 30# tent weights
- Attending to the Market Booth: handling SNAP payments and tracking SNAP Match distribution, handling credit card processing for Market booth sales, assisting vendors with day-of-market concerns
- Market breakdown: ensuring the market space is thoroughly cleaned up, packing up market booth(s), locking up the trailer



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**(RESPONSIBILITIES CONTINUED)**

- Tracking & recording sales categories from the Market Booth: Credit Card Tokens, EBT Tokens, Merch, etc.
- Submitting a brief weekly market report to the Executive Director
- Assisting market day volunteers
- Assisting with youth and family programs and special events at the Market

Other job requirements include:

- Assisting with promotional or fundraising events

**TO APPLY**

Please email a resume and cover letter addressing your interest and qualifications to Executive Director Cali Osborne at [cali@cascademarkets.org](mailto:cali@cascademarkets.org). Position is open until filled, but we hope to fill the position quickly. Leavenworth Market opens June 2nd.