



CASCADEMARKETS.ORG

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

## LEAVENWORTH 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.

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 aim to hire an awesome group of team-players for the 2023 season to ensure time-off needs are met for everyone.

### SCHEDULE & HOURS

The schedule for this position is limited to 6-7 hours/week on Thursdays, roughly 2pm - 7:30pm, 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 1st - October 12th.**

### COMPENSATION & BENEFITS

Hourly, \$16-18/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.

### 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
- 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 by May 14th, 2023.