



LEAVENWORTH MARKET ASSISTANT

GENERAL DESCRIPTION

This is a great job for a recent graduate, a retiree or anyone with an interest in food-access, market-farming or community programming! The Market Assistant is a seasonal role, responsible for day-of support of the weekly (Saturday) 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 supervised by the Market-Day Manager. On market day, the Market Assistant will greet market guests arriving at the parking lot and co-host the Manager booth, so they must have great communication skills and 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 2025 season to ensure time-off needs are met for everyone.

SCHEDULE & HOURS

The schedule for this position is limited to 7 hours/week on Saturdays, roughly 7am - 2pm. **The season for this position is May 31st - October 11th.**

COMPENSATION & BENEFITS

Hourly, \$20/hour. This position will accrue WA standard paid sick leave at a rate of 1 hour per 40 hours worked. One mandatory paid day off is provided per season and must be taken (cannot be used for training days or on first or last market dates). This day off can be used for any purpose.

REQUIRED QUALIFICATIONS

- Commitment to 19 of 20 Saturday shifts May 31st - October 11th is required
- Comfortable working with people of diverse economic, cultural, and social backgrounds
- Self-motivated individual, with demonstrated ability to take initiative at work
- Outstanding professional communication skills
- Demonstrated ability to communicate boundaries and receive constructive feedback
- Ability to lift 40 pounds

RESPONSIBILITIES

- Market set-up (7am-9am): assisting vendors to their booth locations, setting up the market-owned booth(s) including moving numerous 30# tent weights
- Attending the Market Parking Lot (9am-12pm): stopping each vehicle that enters to explain the parking rules
- Attending to the Market Booth(12pm-1pm): 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 (1pm-2pm): 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.
- Assisting vendors and volunteers

TO APPLY

Please email a resume and cover letter addressing your interest and qualifications to Executive Director Cali Osborne at cali@cascademarkets.org. Position is open until filled, but we hope to fill the position by May 15th, 2025.