



Title: Assistant Market Manager

Status: Seasonal, Part Time

Reports to: Community Engagement Projects Manager **Wage:** \$20/ hour, paid bi-weekly

Organizational Overview:

NACDI is a non-profit community development organization working specifically with the American Indian community in the areas of community and economic development, planning, training, education, research, and technical assistance.

NACDI's central pillars focus on community engagement, organizing, development, and Indigenous arts. NACDI provides the American Indian Cultural Corridor a means to engage with the larger Twin Cities landscape. Many of our successes have been through engaging and shaping public policy, providing food access and education through our farmer's market, and utilizing arts as a method for reflecting what is important to us in our culture.

Job Overview:

Four Sisters Farmers Market

Mission: The Four Sisters Farmers Market is an Indigenous focused farmers market centered on providing increased access to affordable, healthy, culturally appropriate local foods within the American Indian Cultural Corridor.

Vision: The Four Sisters Farmers Market believes in a market that simultaneously builds community health and wealth for community consumers and farmer vendors.

Primary Responsibilities:

- Arrive at the Pow Wow Grounds/NACDI lot prior an hour to market opening for set-up and stays until everything is put away.
- In collaboration with NACDI staff, is responsible for collecting content to be included in newsletters and on social media.
- Assist Market Manager in keeping an up-to-date market vendor map and accurate weekly records of the market.
 - Daily attendance
 - Record payments/purchases
- Responsible for safely directing "loading in" and "loading out" operations, ensures safety and cleanliness of the site before, during and at the conclusion of each market, including making sure vehicles are properly parked and tents are secured.



- Set up the market following Covid- 19 safety guidelines and best cleanliness practices.
- Establish a consistent space to set-up and operate the market manager's tent. Aid in the operation of the Market Manager's tent. These duties includes:
 - Displaying and distributing educational materials Answering customer questions.
 - Collecting customer contact information
 - See the proper running of the SNAP/EBT system on market days and its timely administration and accounting during the week.
- The Assistant Market Manager possesses the ability to contact all vendors via phone or internet in the event special circumstances arise, as well as the ability to receive messages from vendors as to their attendance. It is the vendor's responsibility to notify the market no later than 12:00 noon on the MONDAY BEFORE market if they will not be attending, and the Market Manager's responsibility to fill the spot with a guest/part time vendor from a list determined by NACDI.
- **Other duties as assigned.**

Preferred Experience:

- A willingness to learn and understand local agriculture, food, community, and marketing skills to promote the Four Sisters Farmer's Market (FSFM)
- Positive attitude working with the public, customer service skills
- Critical thinking and problem solving skills
- Reliable, friendly, self- motivated, organized, and efficient
- Literate in social media tools such as email list servers, facebook, and websites
- Available for phone and email contact with vendors throughout the duration of their employment
- Must be able to work outdoors in all weather
- Safely lift and carry 50 pounds
- The ability to work independently as well as interdependently with vendors and other related connections.

To Apply: Submit cover letter and resume to Elizabeth Day at eday@nacdi.org

Open until April 1st, 2022.