



**About This Role:**

Allen County Farmers' Market in partnership with K-State Research and Extension Local Food Systems is seeking a Local Food Fellow to serve as the Seasonal Market Coordinator - Exceptional organizer and sales expert, dedicated to delivering outstanding customer service and managing all aspects of the market's operations.

This part-time, four-month fellowship will run from **May 1 to Aug 31, 2024.**

This is an **in-person, part-time, 320-hour position located at: 10 W. Jackson St., Iola, KS, 66749**

**Responsibilities:**

- Enroll farmers/vendors in the market including seasonal vendor agreements and daily vendors. Maintain database of vendors including contact information and any licenses or permits each vendor possesses based on the products they are selling.
- Ensure all rules and regulations, including state and county regulations, are followed.
- Keep accurate accounting: collect fees and reconcile token accounts.
- Manage the market from 4:30 – 7:30 pm on Thursdays and 12:30 – 3:30 on Tuesdays; place market signs, parking signs and barricades; properly place all vendors in stalls; maintain safe market grounds; ensure clean market site at the end of market.
- Operate market's EBT (Electronic benefit transfer) program, SNAP, DUFEB and any future local programs.
- Operate market manager's booth and community table; answer questions for vendors and consumers; resolve any disputes that arise.
- Assist in videotaping all food demonstrations, vendor & shopper interviews, presentations, and entertainment.
- Distribute educational materials including nutritious, seasonal recipes that include available market foods.
- Solicit entertainment for market days as well as sponsors for the entertainment.
- Conduct customer counts each market day and periodic market surveys.
- Coordinate social media postings and marketing development.
- Report to the Allen County Farmers' Market Board of Directors including providing accounting and performance reports. Bring suggestions from vendors back to board.
- Communicate market policies, activities, and rules to vendors, consumers and the community; keeping them informed throughout the season.
- Be responsible for unloading and reloading at end of market the ACFM trailer that will be parked on the square.
- Complete final report to be submitted to K-State Research and Extension Local Food Systems Program Coordinator before finishing fellowship.

**Why Join Us:**

Allen County Farmers' Market is the signature event on Thursday evenings where the community comes to find fresh local vegetables, fresh baked breads and pastries, crafts, and artisan items. Consumers engage the vendors with questions and conversation while catching up with their neighbors. Local entertainers add to the atmosphere of a community where everyone feels like they belong. You will find the Board members, vendors, and community welcoming and willing to make your experience in Allen County one that you will be glad to have engaged and grown your skills.

For more information about K-State Research and Extension Local Food Systems, please visit <http://www.kansaslocalfoods.org/>

**We Support Diversity and Inclusion:**

Kansas State University embraces diversity and inclusion. The university actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the **Principles of Community**.

**What You'll Need to Succeed:****Minimum Qualifications:**

- Requires a high school diploma or equivalent.
- Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media and social media.
- Possess computer skills including email, internet, Microsoft Office Programs, Google Drive and Canva.
- Have references verify trustworthiness, dependability, and teachableness.
- Personal vehicle to transport market supplies from market trailer.

**Preferred Qualifications:**

- Experience working with individuals, groups, and co-workers to accomplish individual and/or group goals, as evidenced by previous leadership roles.
- Experience working with diverse audiences, eagerness to promote the food system locally and regionally.

**Other Requirements:**

- Applicants must be currently authorized to work in the United States at the time of employment.

**How to Apply:**

Please submit the following documents to Amanda Lindahl, Local Food System Program Coordinator: [alindahl@ksu.edu](mailto:alindahl@ksu.edu) and Debbie Beardon, [info.allencountfarmersmarket@gmail.com](mailto:info.allencountfarmersmarket@gmail.com).

1. Letter of interest
2. Resume

**Screening of Applications Begins:**

March 1, 2024

**Stipend Amount:**

\$5,440 for the 320-hour fellowship project

**Equal Employment Opportunity:**

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability, or status as a protected veteran.



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