



**About This Role:** Liberal Area Coalition for Families, in partnership with K-State Research and Extension Local Food Systems, is seeking a Local Food Fellow to complete the local food system project: ***Farmers Market Assistant***

This part-time fellowship will run from **May 3 through August 30.**

**Responsibilities:**

- Promote the market by planning and executing special events and exhibitions to attract more customers.
- Promote Double Up Food Bucks and SNAP use at the market.
- Utilize social media to promote the Farmer's Market every week.
- Assist in setting up and taking down the market every Saturday from 7:30am to 12:30 pm. No heavy lifting required.
- Recruit new vendors (including young entrepreneurs) and research possible items to sell.
- Recruit businesses, community groups, and organizations to put on demonstrations, host kids' activities, or set up an information booth.
- Assist in vendor compliance with regulations.
- Provide Spanish translation as needed in person and published material.
- Recruit a hot food vendor for each week.
- Assist in compiling text and email list of customers attending the market.
- Promote the market in the community with business owners and organizations, including passing out literature and asking survey questions.
- Assist vendors, customers, the Farmers Market Manager, and community members with any needs at the market.
- Other duties assigned by the Farmers Market Manager.
- Complete final report to be submitted to K-State Research and Extension Local Food Systems Program Coordinator before finishing fellowship time period.

**Location:**

This is an in-person position at an outside location: Liberal Farmers Market, 1195 N. Kansas, Liberal KS. Office work necessary outside of the market time can be remote or in our office. Laptop will be provided.

**Why Join Us:**

The Liberal Area Coalition for Families has been active in the Liberal community since 2001 and has been a leader in developing and funding community improvement initiatives. The Liberal Farmers Market was started 10 years ago and has become a permanent part of the community. In 2022 the market was approved to accept SNAP benefits and wants to make sure recipients are aware.

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 minimum high school diploma or equivalent. Enrolled high school seniors will be considered.
- Ability to communicate effectively, both orally and in writing, with individuals and groups, through mass media and social media.
- Possesses computer and phone skills, including email, internet, word processing programs, and social media marketing.
- Bilingual Spanish and English language proficient.

**Preferred Qualifications:**

- Experience working with individuals, groups, and co-workers to accomplish individual and/or group goals.
- Experience working with diverse groups of people.
- Farmers Market experience as a vendor, customer, or other.

**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 Debra Huddleston [farmersmarketlk@gmail.com](mailto:farmersmarketlk@gmail.com)

1. Letter of interest
2. Resume

**Screening of Applications Begins:**

April 14, 2025

**Stipend Amount:**

\$5,600 for the 320-hour fellowship project (\$17.50 per hour, paid monthly, hours per week will vary, 16 weeks)

**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.