

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: Liberal Farmers Market.

This part-time, 22-week fellowship will run from **May 1 to Sept. 30, 2024.**

Responsibilities:

- Assist in planning and executing special events and exhibitions at the market to promote the market, including gag booths (old coots giving advice, dog kissing booth, games, people in costume, etc.)
- Assist in the Double Food Bucks and SNAP promotions.
- Utilize social media to promote the Farmer's Market on a weekly basis at minimum.
- Assist in set up and take down of the market every Saturday from 7:30am – 12:30 pm.
- Provide Spanish translation as needed in person and published material.
- Recruit new vendors (including young entrepreneurs) and research possible items to sell.
- Recruit businesses, community groups, and organizations to put on a demonstration, host a kids' activity or set up an information booth.
- Assist vendors, customers, Farmers Market Manager, and community members with any needs at the market.
- Assist in vendor compliance with regulations.
- Recruit a hot food vendor for each week.
- Help with participation in community events.
- Assist in compiling text and email list of customers attending the market.
- Promote the FM in the community and to business owners and organizations, including passing out literature and asking survey questions.
- Other duties as assigned by the Farmers Market Manager or LACF President.
- 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 located at: Liberal Farmers Market, 150 Plaza Drive, Liberal KS. Office work necessary outside of the market time can be remote or in office at the International Pancake Hall of Fame, 318 N. Lincoln. 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 with an average of 15 to 18 vendors each market day. The location has additional physical space for growth and the intent is to make 2024 for kick-off year for the next 10 years of the market.

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. Enrolled High School senior will be considered.
- 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, and Microsoft Office Programs, and social media knowledge.
- Bilingual Spanish and English language proficient

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.
- Previous Farmers Market experience as vendor.
- Speak one of the dominant Guatemalan dialects.

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 and Kay Burtzloff, lacf.kay@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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