



---

**Pike Place Market Preservation & Development Authority (PDA)**

info@pikeplacemarket.org • P: 206.682.7453 • F: 206.625.0646

PIKEPLACEMARKET.ORG • 85 PIKE STREET, ROOM 500 • SEATTLE, WA 98101

---

**POSITION TITLE: Seasonal Farm Program Assistant**

**REVISED: April 2022**

**GRADE: (Full-Time Seasonal) (May –October)**

**FLSA STATUS: Non-Exempt**

We are looking for an enthusiastic, self-motivated, farm program assistant to work with our farm team this summer. You will work at the Pike Place Market!

**REPORTS TO: Farm Program Manager**

**GENERAL DESCRIPTION – POSITION SUMMARY**

Under the general direction of the Farm Program Manager, the Farmers Market Assistant has the primary responsibility of assisting with the operation of summer farmers markets, packing and distributing Market CSA shares and assisting with various Food Access initiatives.

**SPECIFIC JOB DUTIES: [ESSENTIAL FUNCTIONS]**

- Assisting with the set-up/breakdown of all farmers market events (both at Pike Place and at offsite remote markets) and aid in the planning and coordination of other special events that enhance the Farm Program.
- Answer questions and assist both farmers and customers to with SNAP/Debit and other food access coupons and assist in troubleshooting any issues or improvements with the Market Commons.
- Contribute to customer education by creating CSA fresh sheets, farmer profiles, and sending weekly farmer content updates to the Pike Place Marketing Department.
- Assist with the packing and distribution of the Market's Farm to Go CSA program. Assist with various initiatives intended to increase access for low income shoppers to locally grown fruits and vegetables.
- Assist with clerical duties as necessary.
- Support Farm team to ensure that farmers understand and are implementing safe selling techniques including social distancing, sanitization, etc.
- Support Farm team with farmer locker assignments and management.

**DISTINGUISHING FEATURES:**

The ability to work with diverse and independent individuals, balance control and support functions and multitask effectively in a dynamic workplace.

**QUALIFICATIONS:**

H.S. Diploma plus college coursework in business, agriculture, communications, or work/life equivalent.

- Agricultural and/or farmers market experience a must.
- Knowledge of event planning/program planning and execution a plus.
- Strong working knowledge of Windows, Microsoft Word, Access, Excel, Outlook & the Internet.
- Experience in dealing with the public and the ability to maintain professional boundaries.
- Excellent interpersonal skills, articulate and tactful, conflict resolution a plus.
- Must have a valid WA state driver's license

**OPERATING ENVIRONMENT:**

- Position requires ability to work both in a structured office setting and in outdoor market settings.
- Requires lifting up to 75 lbs. on a regular basis.
- Requires daily walks through the Market, a minimum of 3 miles per day.
- Must be willing and able to work a flexible schedule including early mornings, evenings, weekends, and holidays.

**COMPENSATION:**

Starting Wage: \$18 per hour

**APPLICATION PROCEDURE:**

Submit resume, and Cover letter in one of the following manners: Fax to (206) 625-0646, email to [hr@pikeplacemarket.org](mailto:hr@pikeplacemarket.org) or by mail: Pike Place Market PDA, Attn: Human Resources, 85 Pike Street, Room 500, Seattle, WA 98101, or apply in person. The position will be opened until filled.

**The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.**