



Pike Place Market Preservation & Development Authority (PDA)

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POSITION TITLE: Seasonal Farm Program Assistant

REVISED: April 2024

GRADE: (Full-Time Seasonal) (May –September)

FLSA STATUS: Non-Exempt

REPORTS TO: Senior Daystall Farm Program Specialist II

Pike Place Market PDA Background:

The Pike Place Market PDA is a non-profit corporation chartered in 1973 by the City of Seattle to develop, own, and operate most of the properties in the nine-acre Pike Place Market historic district. The PDA is landlord to 200+ year-round commercial businesses, 170 crafts people, 110 farmers, and 275 apartment dwellers, many of which are elderly. Market Security is responsible for the safety of the public and the Market community.

Position Summary:

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

Under the general direction of the Senior Daystall Farm Program Specialist II and the farm team, the Seasonal Farm Program Assistant has the primary responsibility of assisting with the operation of summer farmers markets, packing and distributing Market CSA shares, various Food Access initiatives, and assisting with occasional additional hours with special projects.

- Tuesdays assist with CSA Program packing and fresh sheets
- Wednesdays assist with CSA distribution and monthly assist with setup and teardown at our themed farmers market from 3-7pm at Pike Place Market
- Thursdays and Fridays assist with setup and take down of equipment and materials at Pike Place Market's South Lake Union Express Farmers Market (Thursdays) and Pike Place Market's First Hill Express Farmers Market (Fridays) (8-10 hours each Market Day)

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.
- Support Farm Team by driving the Pike Place Market Farm Cargo Van to and from events including Express Markets and CSA distribution as needed.
- 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 desired
- 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 50 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: \$22.00 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 or by mail: Pike Place Market PDA, Attn: Human Resources, 85 Pike Street, Room 500, and Seattle, WA 98101. You can also submit your resume via [indeed.com](https://www.indeed.com). and [pikeplacemarket.org](https://www.pikeplacemarket.org). 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.