



# GORGE GROWN FOOD NETWORK

## Hood River Farmers Market Assistant Position Description - 2025

### **Position Overview**

The Farmers Market Assistant is a part-time position responsible for supporting operations of the Hood River Farmers Market.

The Farmers Market Assistant works a schedule of 2 or 3 Saturdays each month (May - September). The shift start time may vary between 7:30am and 8:30am, depending on the schedule. The shift end time is 1:45pm.

*This position may be combined with other open positions with Gorge Grown Food Network for the right candidate. Visit [www.gorgegrown.com/jobs](http://www.gorgegrown.com/jobs) for more information on open and upcoming positions.*

**Approximate start date:** Saturday, May 3, 2025

**Training dates:** April 5, 2025 and April 10, 2025 or April 15, 2025

**Worksite Location:** 501 Columbia Street parking lot in downtown Hood River. Occasional staff meetings in Hood River.

**Work Schedule:** 5 - 6 hours per market. The Farmers Market Assistant works 2 or 3 markets each month (Saturdays, May - September). The shift start time may vary between 7:30am and 8:30am, depending on the schedule. The shift end time is 1:45pm.

**Hourly Rate:** \$21/ hour

**Will be trained by:** Farmers Market Operations Director

**Reports directly to:** Farmers Market Operations Director

### **Organizational Overview**

Since its founding in 2006, GGFN has developed a suite of interconnected programs that seek to impact three key areas:

1. Build the SUPPLY of local food. We must grow enough food locally with environmental and social integrity to meet local demand. We work to ensure that local producers have access to land, equipment, infrastructure, financing, education, and support they need.
2. Increase ACCESS to local food for everyone. We work to bring affordable local food to everyone in our community regardless of race, ethnicity, zip code, or socioeconomic status. GGFN has been distributing food and participating in the supply chain for 18 years.
3. MOBILIZE a thriving local food movement. A regional food system requires leadership, collaboration, and advocacy. We convene leaders and advance policies that support inclusive food systems, including land access, tribal food sovereignty, and regenerative farming practices.

### **Program Background**

**Hood River Farmers Market** is a well-established farmers market, founded in 2006. It has grown to become the flagship farmers market in the Columbia River Gorge. With an average customer attendance of 1,300, and over 2,000 customers per day in peak season, the market is a fast-paced but rewarding environment. There are about 45 vendors in the peak season. While the focus of this market is on food, the market also showcases rotating makers and artists. Hood River Farmers Market's regular season is held every Saturday 9:00 am – 1:00 pm starting in the first week of May through the Saturday before Thanksgiving. In 2017, the Hood River Farmers Market became the first year-round farmers market in the Gorge. Currently, the winter farmers market season runs every other Saturday of the month, December through April from 10:00 pm – 12:00 pm. **A typical day at the Hood River Farmers Market includes:** setting up the market; staffing the market's information booth; providing customer service to market shoppers and vendors; selling market tokens, t-shirts and more.

### **Primary Responsibilities**

- Assist Farmers Market Director and Assistant Manager with market set up
- Staff the market information booth: operate a point of sale machine for Debit, Credit and EBT transactions; provide excellent customer service; manage cash box and market tokens; sell Gorge Grown merchandise; collect vendor booth fees.
- Assist the Farmers Market Director and Assistant Manager in enforcing vendor rules, operating procedures, food safety guidelines and other pertinent laws and regulations
- Communicate food access programs and market token use accurately to customers and vendors
- Answer questions from vendors and customers at the market, and ask for clarification/support when needed
- Ensure organization of market trailer and boxes

### **Qualifications:**

#### **Required**

- Organized with attention to detail
- Basic math skills
- Experience with point of sales systems, and/or an ability to learn technology/apps
- A friendly attitude
- Ability to work most Saturdays during the market season
- Ability to lift 40 pounds
- Creative problem solving skills
- Effective verbal communication skills
- Action oriented and the ability to take direction when needed
- Living in the Columbia River Gorge or ability to relocate

#### **Preferred:**

- Experience in retail sales or customer service
- Conversational level of Spanish language
- Passion for food access and commitment to building an equitable food system
- Lived experience or significant experience working with economically disadvantaged, rural, immigrant, indigenous, and/or communities of color
- Training in diversity, equity, and inclusion

**Compensation:**

The Farmers Market Assistant is a part-time seasonal position, working 5- 6 hours per market at a rate of \$21 per hour.

**Application Instructions:**

Submit a resume and a few sentences highlighting a bit about you and your interest in the position to [hiring@gorgegrown.com](mailto: hiring@gorgegrown.com) by **March 14th**. Please include professional, personal or volunteer experiences that are relevant to this position and indicate what languages you speak. Please include the title of the position you are applying for in the email subject line.

If you wish to talk through your skills instead of submitting a written letter and resume, please contact us at 541-490-6420.

Applications will be accepted until the position is filled. Email [hiring@gorgegrown.com](mailto: hiring@gorgegrown.com) or call 541-490-6420 with questions.

**Diversity Statement for Hiring**

Gorge Grown Food Network is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability status, protected veteran status or any other characteristic protected by law.

We encourage people of color, women, people who identify as LGBTQ2SIA, religious minorities, recent migrants/refugees, differently-abled people, and applicants from different generational and economic backgrounds to apply.