



POSITION TITLE: Daystall Farm Program Specialist I

UPDATED: January 2024

GRADE: (J)

FLSA STATUS: Non-Exempt

REPORTS TO: Senior Daystall Farm Program Specialist II

POSITION SUMMARY:

The Pike Place Market is looking for a dynamic, self-motivated individual to help meet its goals of promoting and protecting local farms, cultivating a loyal customer base and ensuring that people of all income levels have access to healthy, local food. In this way, the *Daystall Farm Program Specialist I* will not only oversee the operation and growth of the Artisan and Prepared Food program but will also assist with other farm programs such as the CSA program, offsite farmers markets, food access program, in the permitting of new and returning farmers, conduct periodic farm visits and ensure that all farm products and programs comply with the Market's "Meet the Producer" tradition.

ESSENTIAL FUNCTIONS:

- Work cross-departmentally to promote and support the Pike Place Market farmers by developing and implementing programs, policies, promotions and opportunities that expand direct sales outlets.
- Enhance existing farm programs, promotions, marketing and events through operational, marketing and other support. Experience in urban farmers market operation and planning is preferred.
- Develop relationships with and represent PPM to farm, food and agriculture organizations; other farmers' markets; government agencies; local business; and other organizations as needed with an enhanced focus on sustainability, and local agriculture. Candidate should be familiar with these movements on a local/statewide basis.
- Conduct annual RMA's (Rapid Market Assessments) PPM farmers market locations.
- Act as the onsite "Market Manager" for at least one offsite farmers market location.
- Maintain close communication with Daystall permit holders through rotating weekday and weekend "Marketmaster" duties.
- Record daily table attendance, charge rent, record cancellations, and oversees daily roll call. Enforce Daystall Rules policies related to setup, parking, approved product line, and other policies in the Daystall Rules
- Assist the farm program lead/manager with the food access program. Including understand and stay up-to-date with all technical aspects, policy, programming, and technological trends for SNAP at farmers markets, matching programs, and the WIC and Senior Farmers Market Nutrition

Program. Includes working with state and local agencies as well as working with other food access partners. Inform/develop educational materials, programming, promotions, and evaluation of food access programs here at Pike Place Market.

- Assist with the recruitment of new farmers. Oversee permit applications for all new and returning farmers, support the PDA Farm Program database, orient qualified farmers to existing farm programs, and provide technical assistance to farmers where needed.
- Enforce PDA rules and regulations through inspections of new Market farmers and periodic re-inspections of current farmers to ensure compliance.

MINIMUM REQUIREMENTS:

- Four-year college degree with emphasis in farm/agriculture, program management or related field. Equivalent years of experience also apply.
- Experience working on farms, CSA's or with farmers a plus.
- Strategic thinker with good judgment and solid problem-solving/execution skills.
- Self-starting/Self-directed team player with the ability to work in a fast-paced environment with multiple deadlines. Some cold-calling for recruitment purposes is required.
- Proficient computer skills; knowledge of Microsoft Outlook, Excel, Word and Access. Graphic design experience a plus.
- Valid Driver's License with ability to drive the Farm Van
- Strong verbal and written communication skills
- Highly positive attitude and behavior.
- Demonstrates a high level of personal integrity and professional behavior.
- Ability to resolve conflicts quickly and satisfactorily
- Exercise strong critical thinking and decision-making skills.
- Outstanding customer service ethic to offer high quality experience to vendors, volunteers, community partners, and Market shoppers.
- Passionate about local small-scale agriculture and the role of farmers markets
- 1+ year experience employed at a farmers market, on a small-scale farm, or Education in food systems, social sciences, or community development.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- Must be ambulatory, able to walk 8 hrs, lift and carry up to 50# and operate a 2-way radio.
- Some travel required including periodic drives to Eastern WA for farm inspections, conferences and/or meetings.
- Work schedule may vary and may require weekend/evening work, or working outdoors.

COMPENSATION:

Starting Salary Range: DOE. Benefits include employer-paid medical, dental, term life, and LTD insurance for employee, with Section 125 Plan for un-reimbursed medical/dependent care costs. Pension plan offered after one year and deferred comp plan available immediately.

SALARY SCALE: Scale placement is DOE and qualifications
Min \$49,285 Mid \$59,143 Max \$69,000

APPLICATION PROCEDURE:

Submit resume, Cover letter and Salary Requirements 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, Seattle, WA 98101.

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