

AMHERST MOBILE MARKET



 /AmherstMobileMarket

JOB DESCRIPTION

Position: Market Coordinator

Pay: \$25 per hour

Schedule: Up to 20 hours per week (see detailed schedule below)

Start Date: June 2, 2025

End Date: October 31, 2025

The Amherst Mobile Market (AMM) is a community driven, multilingual, mobile, farmers market that offers high-quality, fresh, affordable, local, and culturally desirable foods to Amherst communities challenged by poor food access and limited income. As the *community's market*, we work to build a rich and supportive environment by serving as a hub for nourishment, information, connection, belonging, and empowerment. Respect is a fundamental principle, and all staff associated with the AMM are required to interact with all people respectfully.

The Market Coordinator is a seasonal position from June to October only.

Work Schedule:

The AMM operates three days per week from June 7, 2025 to October 25, 2025. On Market days the Market Coordinator is expected to work roughly 5 hours each day. An additional 5 hours are allocated each week for use at the Coordinator's discretion for management of the Market and fulfilling other responsibilities as outlined in the section on Responsibilities below.

June 1 – June 10 (1.5 weeks)

Preparation and coordination with bookkeeper, driver and members of the Board.

Orders placed for week one.

June 11 to October 24, (20 weeks) Market is in operation.

Oversee market operations and data gathering as described in the Responsibilities section.

Market Days and Times

Wednesdays beginning June 11 and ending October 22.

North Amherst (University Park Apartments).

Market hours: 3 p.m. to 6 p.m.

Coordinator hours: 2 p.m. to 7 p.m.

Thursdays beginning June 12 and ending October 23

Colonial Village

81 Belchertown Road, Amherst

Market hours: 3 p.m. to 6 p.m.

Coordinator hours: 2 p.m. to 7 p.m.

Saturdays beginning June 13 and ending October 24

East Hadley Road, Amherst

Market hours: 10 a.m. to 1 p.m.

Coordinator hours: 9 a.m. to 2 p.m.

Position Responsibilities

The Market Coordinator is **responsible for**:

- **Product Procurement and Inventory Management:**
 - Placing orders for fresh, organic produce from local farms and purchasing other culturally appropriate foods at wholesale dealer in Chicopee at ratio of approximately 80% local and 20% non-local culturally appropriate fresh fruits and vegetables.
 - Coordinating and overseeing the collection of produce orders from suppliers using the market's cargo van.
 - Ensuring the produce is well-stocked, fresh, and properly displayed at market sites.
- **Market Set-Up and Operations:**
 - Coordinating with community workers and volunteers to jointly do the physical set-up of market stalls and organizing produce in a way that is visually appealing and easily accessible to customers.
 - Managing the processes of buying and selling to occur smoothly, efficiently and with respect for all customers.
 - Engaging with the community to build relationships, answer questions, and increase awareness of market availability.
 - Ensuring that the market remains accessible and inclusive, fostering community involvement and leadership.

- Managing and working with the volunteer team to close up the market at the end of each market, and ensuring all market supplies are properly stored for future use or donated to pre-designated locations.
- **Boxed Share Deliveries and Coordination:**
 - Managing the coordination of volunteers for timely delivery of boxed shares to shareholders, ensuring that all customer deliveries are made during market hours. Boxed shares are delivered on foot by volunteers.
- **Budget and Expense Tracking:**
 - Working in collaboration with the Bookkeeper to monitor market expenditures and aligning purchases with the market budget.
 - Ensuring the market operates efficiently within the financial parameters set by the AMM Board.
- **Stakeholder Collaboration:**
 - Regularly attending and reporting on market progress during AMM monthly board meetings and on special request by the Board.
 - Collaborating with other market stakeholders and organizations who carry out community development activities in parallel to market operations for smooth coordination between the market and other social and learning activities during market hours.

Requirements

- **Skills and Experience:**
 - Two or more years' experience managing farmer's markets.
 - Friendly, positive demeanor with excellent customer service and cross-cultural skills.
 - Demonstrable organizational and problem-solving skills.
 - Ability to work independently and as part of a team.
 - Proficiency in data management and processing, including proficiency with software such as Excel.
 - Comfort with using mobile computing devices and Square for processing transactions and tracking data.
 - Fluency in English, Spanish or other language used in Amherst preferred for easy engagement with Amherst's international community.
 - Ability to stand for up to three hours and lift and carry up to 50 lbs over distances of up to 20 feet.
- **Additional Qualities:**
 - A commitment to promoting equal access to fresh, wholesome and nutritious food for all.

- Support for local agriculture and fostering sustainable food systems in Amherst.
- Experience working with underserved communities and a passion for social services are a plus.
- **How to Apply**
- Please submit a resume and cover letter detailing your interest in the position and relevant qualifications to amherstmm@gmail.com