



# EMPLOYMENT OPPORTUNITY

Human Resources Division

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[www.brooklynpark.org](http://www.brooklynpark.org)

## FARMERS MARKET SPECIALIST Part-time – Temporary Seasonal Position

The City of Brooklyn Park is looking for a temporary seasonal employee to assist with the development, management, and day-to-day operations of the seasonal farmers market.

### HOURS:

Flexible schedule, generally, each Wednesday from 2:00 p.m. to 7:30 p.m. (5 ½ hours), beginning immediately and ending approximately October 20, 2010

**WAGE:** \$11.00 per hour

### EXAMPLES OF ESSENTIAL FUNCTIONS:

- Assists with the farmers market site plan development
- Assists with recruiting, screening and interviewing vendors for the farmers market
- Assists with promotional/marketing activities for the farmers market including advertising, brochure, city newsletter, flyers, announcements, and other items as requested
- Monitors farmers market during set up, selling hours, and teardown
- Enforces farmers market activities according to market guidelines
- Works cooperatively with other cities and community staff
- Provides information to callers and visitors about the farmers market
- Responds appropriately to emergency and accident situations

### MINIMUM QUALIFICATIONS:

- Two years previous work experience interacting with the public
- Effective interpersonal skills with the ability to relate to and serve a variety of people with different ethnic and cultural backgrounds
- Excellent organizational skills with attention to detail
- Ability to work flexible schedule every Wednesday during farmers market season
- Certified in 1<sup>st</sup> Aid/CPR or ability to obtain certification

### DESIRED QUALIFICATIONS:

- Previous work experience managing a farmers market
- Computer proficiency using Microsoft Office Suite applications and programs
- Ability to understand and speak a second language

### APPLICATION PROCESS:

Each applicant must fully complete an Application for Temporary Employment (including references) available at the Customer Service Center in the lobby of City Hall, 5200 85th Avenue North, Brooklyn Park, or on the city's website at [www.brooklynpark.org](http://www.brooklynpark.org). Resumes are desired but optional.

**CLOSING/START DATE:** Position will remain open until filled. Immediate start date.

*If you need assistance completing an application or need auxiliary aids please notify the Human Resources Division at 763-493-8012 (763-493-8392 TDD).*

*The City of Brooklyn Park does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation, or disability in our employment process or the provision of services.*