



NOW HIRING:

Brunswick Farmers' Market Info Booth Manager

Help strengthen local food access at one of Maine's busiest farmers' markets! The Maine Federation of Farmers' Markets (MFFM) and the Brunswick Farmers' Market are seeking a friendly, dependable, and community-minded individual to manage the Market Information Booth during the summer season. This public-facing role is perfect for someone who enjoys connecting with people, supporting local farms, and helping ensure fresh, local food is accessible to all. From assisting shoppers and processing market currencies to supporting outreach and special events, this position plays a key role in keeping the market welcoming, vibrant, and accessible.

Wage: \$20/hr (possibly higher for the right candidate that wants to assume additional responsibilities with the Maine Federation of Farmers' Markets)

- \$125 Monthly stipend for Bumper Crop
- \$20/month Tech stipend for computer & phone use:
- Mileage reimbursement for travel to other markets and training

Schedule: Seasonal employment, Tuesdays and Fridays, from 7:30 to 1:15, May through November (11 to 13 hrs per week with reporting). Possible additional hours for staff that are interested and the right fit.

Job Description: Maine Federation of Farmers' Markets (MFFM) and the Brunswick Farmers' Market are seeking a friendly, dependable candidate to staff the MFFM Food Access and Info Booth at the Brunswick Farmers' Market for the summer market season (May-November.)

The Market Info Booth Manager is a resource of information for farmers' market shoppers, and supports vendors and shoppers alike by processing credit/debit cards, SNAP/EBT cards, and a number of market currencies (Maine Harvest Bucks, Bumper Crop, Maine Senior Farmshare). The goal of this position is to provide increased food access to the greater Brunswick community and to strengthen and support our farmers' success. This role includes opportunities for additional outreach and fundraising tasks.

Duties:

- Transport Food Access Booth supplies to and from the market, while maintaining organization, inventory, and care of all supplies and materials **A personal vehicle capable of transporting supplies is necessary for this position, (booth materials able to be transported in a car or pickup).*
- Set up the Food Access Booth display each market day (canopy, table, market goods

display, informational display, etc).

- Provide respectful, friendly, and helpful assistance to customer inquiries and needs. ●
- Process customer SNAP payments and administer Maine Harvest Bucks program to SNAP customers.
- Collect SNAP tokens, MSFP Vouchers, Maine Harvest Bucks and Bumper Crop vouchers from each vendor at the end of the market day.
- Manage Maine Senior Farmshare signups and sales accounting
- Conduct SNAP Outreach initiatives at the market info booth to help connect more people to SNAP eligibility and enrollment resources
- Engage customers in learning about farmers' markets, MFFM, and ways to support the farmers' market community.
- Sell swag and merchandise to help fundraise for BFM programs.
- Manage aftermarket data entry for vendor reimbursements.
- Support the planning, coordination, and execution of special events at the market, when appropriate.
- When time allows at the market info booth:
 - Pursue Market Friends donations via in person and email outreach
 - Support sponsor outreach efforts as directed by MFFM team members
 - Outreach to promote the food access programs happening at the farmers' market

Skills desired: The candidate should be able and willing to work independently in potentially inclement weather. Timeliness and reliability are also important. Ability to manage a retail work environment and maintain accuracy with counting currency is paramount. Knowledge of the Greater Brunswick area, local foods, farming, farmers' markets, and food accessibility is a bonus!

To apply:

Applications are accepted on a rolling basis. We seek to hire someone ASAP. Please submit a short cover letter and resume to director@mffm.org