



Position: Farmers' Market Intern
Supervisor: Market Manager
Dates: April – November, April – July, or August – October
Time: Flexible hours; approx. 10-15 hours; must attend a minimum of one market (Saturday or Sunday) and one office day (Wednesday – Friday) per week

Organization Mission

Hillsboro Farmers' Markets creates community gathering-places for people to buy local produce and products. We partner with farms small businesses, and groups to provide education and resources. These efforts strive to enhance our community health and economic growth.

Position Summary

Do you love your local farmers market? Bring your passion here and learn the full impacts of farmers markets while assisting with the planning and implementation of our corner of the Hillsboro food system. Duties will include recruiting and interacting with vendors, day of set-up and operations, and program implementation.

Duties and Responsibilities

- Assist with weekly onsite market setup and coordination (may select Sat/Sun)
- Network with small businesses and provide resources for success
- Monitor key market metrics
- Assist in operating market information booth by running customer transactions, answering questions, and supporting food access and education programs.
- Assist with food access program questions, transactions, and data reporting
- Collect vendor licenses, forms, and insurance documents and monitor expiration dates
- Provide education and support to current and prospective vendors
- Assist with administrative functions as needed
- Positively interact with community and customer base
- Monitor market safety and potential hazards

Qualifications

- Must commit to a minimum of 3 months
- Ability to lift and carry up to 50 lbs
- Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Must have excellent interpersonal skills and follow-up skills
- Proactive problem prevention and issue resolution leadership ability
- Leadership potential
- Proficiency in Microsoft Word, Excel, Internet, and Outlook required
- Ability to learn other software programs
- Strong verbal and written communication skills required
- Ability to work independently and as part of a team