



Position Title: Vendor Liaison

Status: Full Time - non-exempt

Reports to: FHFM Executive Director

Tentative Work Schedule: 32-40 hours per week; Wednesdays 8:00 am – 4:00 pm, Fridays 8:00 am to 3:00 pm, Saturdays 4:30 am to 1:30 pm and Sundays 6:30 am – 2:30 pm

Position Summary:

Under supervision of the FHFM Executive Director, the Farmers Market Liaison is responsible for delivering services related to drop-in placement, vendor correspondence, and market day lot monitoring.

Key Responsibilities:

Vendor Coordination:

- Coordinate drop-in vendor scheduling/mapping with FHFM Director direction
- Monitor and direct vendor placement in the lot during market day set-up
- Monitor lot during market day before/during/after market hours to ensure customer and vendor safety

Relationship Building:

- Serve as a bridge between the vendors and FHFM Executive Director
- Ensure lot is being maintained throughout the market day
- Be present and visible in the market lot

Qualifications:

Knowledge & Experience

- Customer service experience.
- Excellent communications skills
- Be able to communicate effectively with a diverse range of people

- Ability to work independently and manage time effectively.
- Ability to follow procedures.
- Excellent customer service skills.
- Excellent verbal communication skills; comfort engaging new contacts in person.
- Ability to prioritize tasks, meet deadlines, and deliver assignments on time.
- Basic computer proficiency (Word, Excel and Gmail).
- Ability to work weekends.
- Ability to sit and stand for up to 4 hours at a time.

Physical Demands and Working Conditions

This is a mostly outdoor position and weather conditions dictate the working environment. Must be able to sit/stand and be on pavement during shift.

Other Requirements

This description lists the major duties and requirements of the job and is not all-inclusive.

At the Freight House Farmers Market, we value the contributions of our team members and strive to offer benefits that support your well-being and work-life balance. While health insurance is not included for this position, we are pleased to provide the following:

- **Competitive Pay:** Earn a fair hourly wage reflective of your skills and experience.
- **Professional Development:** Gain valuable experience and opportunities to learn and grow within your role.
- **Supportive Work Environment:** Be part of a collaborative and inclusive workplace that values your contributions.