



Farmers Market Assistant (Contract Position)



The Caswell County Local Food Council (CCLFC) in Caswell County, NC is seeking a Contract Market Assistant from May – September. Position will include approximately 10 hours/week consisting of 5 hours weekly at the market and 5 administrative hours. \$13/hr. If you are passionate about learning more about local food, supporting small farms, and building a strong rural community, this opportunity could be for you.

Primary responsibility is to help with the weekly set up/take down and coordination of the Caswell Farmers Market during the 2026 season. Individual will play a role in the successful operation, visibility, and community impact of the market. The Farmers Market Assistant is the point person during the season, supporting vendor relationships, gathering data from farmers, assisting with communications, while representing the mission of CCLFC to strengthen Caswell County's local food system.

Responsibilities:

- Overall representation of the Market to shoppers, vendors, and community partners in a professional, welcoming manner
- Serving as the on-site coordinator on market days (Thursdays), assisting with setup through breakdown
- Weekly handling of vendor-related inquiries and communicating market policies, safety guidelines if necessary; maintaining vendor lists.
- Supporting special activities, promotions (coupon programs and bag give-aways) and food donations
- Assisting with social media content, emailing updates and distributing flyers/promotional materials if needed
- Assist in recording weekly number of visitors, vendor participation, sales totals as shared by vendors

Qualifications:

Role requires strong organizational and communication skills and a friendly, approachable, and professional demeanor. Experience/strong interest in local food, agriculture, community organizing, or market coordination is preferred. Working on Thursdays lifting and carrying up to 40 lbs, setting up tents, tables and signs while outdoors in varying weather is required. The ability to manage basic digital tools may also be needed. Candidates must be self-motivated with the ability to manage tasks independently while responding to board directions.

To apply, submit a brief cover letter and resumé to mgrscaswelllocalfoods@gmail.com by April 15.