

About This Role:

Pittsburg Farmers' Market, in partnership with K-State Research and Extension Local Food Systems, is seeking a Local Food Fellow to complete the local food system project: Social Media Manager/Market Manager Assistant

This part-time, approximately 20 hours per week, sixteen-week fellowship will run from April 14th through August 1st, 2025.

Responsibilities:

- Promote the market through social media and other outlets to increase awareness.
- Conduct "Vendor Spotlight" interviews on an approved timeline. Visit vendor properties, create video or written stories with pictures detailing what each vendor sells and how they create their products.
- Maintain positive relationships with all vendors.
- Attend and assume the "Market Manager" position on certain Saturday mornings from June through July. This entails unlocking and setting up the market facilities, ensuring vendor well-being, submitting SNAP/EBT transactions and collecting vendor fees.
- Assist Market Manager, when applicable, in advertising for, securing, and maintaining local sponsorships.
- Promote use of nutrition purchasing programs such as SNAP/EBT & Senior Farmers' Market.
- Conduct customer, potential customer, and vendor surveys.
- Perform related functions as assigned.
- Complete final report to be submitted to K-State Research and Extension Local Food Systems Program Coordinator before finishing fellowship time period.

Location:

This is an in-person position located at:

Farmers' Market: 119 E 11th St.

Office: 710 W 9th St.

Pittsburg, KS 66762

Why Join Us:

The Pittsburg Farmers' Market provides fresh produce, baked goods, crafts, candles, candies, and more to the community of SouthEast Kansas. Our team is a loving, joyful, and excited one that cares about the success of our farmers' market. Our delightful vendors also assist in the enhancement of the market operations and activities.

For more information about K-State Research and Extension Local Food Systems, please visit <http://www.kansaslocalfoods.org/>

**We Support
Diversity and
Inclusion:**

Kansas State University embraces diversity and inclusion. The university actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the **Principles of Community**.

What You'll Need to Succeed:

Minimum Qualifications:

- Requires a high school diploma or equivalent.
- Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media and social media.
- Possess computer skills including email, internet, and Microsoft Office Programs.
- Valid driver's license and ability to drive.
- Willingness and ability to work mornings or afternoons, including Saturday mornings.
- Must be 21 years old or older.

Preferred Qualifications:

- Experience working with individuals, groups, and co-workers to accomplish individual and/or group goals, as evidenced by previous leadership roles.
- Experience working with diverse audiences.
- Experience in managing social media, preferably Facebook, for a page other than one's own.
- Some experience in photography, videography, or professional writing.

Other Requirements:

- Applicants must be currently authorized to work in the United States at the time of employment.

How to Apply:

Please submit the following documents to Amanda Lindahl, Local Food System Program Coordinator: alindahl@ksu.edu and Keller Erwin, Project Organizer: keller.erwin@pittks.org

1. Letter of interest
2. Resume

Screening of

Applications Begins: January 6, 2025

Stipend Amount:

\$5,600 for the 320 hour fellowship project

Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability, or status as a protected veteran.