



thecapitalmarketmd.com | thecapitalmarketmd@gmail.com

## **Farmers Market Coordinator**

### **The Capital Market – Capitol Heights, MD**

#### **About The Capital Market**

The Capital Market was formed in July 2018. It was led by the Food Justice Coalition of 20743, a joint-partnership between the Capital Area Food Bank and the Prince George's County Food Equity Council. Known then as Oakcrest Farmers Market, our pilot season was held at the Oakcrest Community Center in Capitol Heights supported by Prince George's County Parks and Recreation Department.

In Summer 2019, the market partnered with the Town of Capitol Heights to relocate across from the Capitol Heights Metro Station. The market was subsequently rebranded and launched as The Capital Market. In Fall 2019 through Winter 2020, The Capital Market moved into the Creative Suitland Arts Center, a partnership with Joe's Movement Emporium and the Prince George's County Revenue Authority, to lead the delivery of a bi-weekly market for the Creative Suitland soft opening. We have proven experience to deliver a community-oriented farmers market working with our community partners to build out a successful market.

The Capital Market (TCM) is an emerging farmers' market of curated local produce and artisan products held on the 2nd & 4th Fridays and every Sunday, 12:00pm - 4:00pm June - October.

#### **Position Description**

The Capital Market of 20743 (TCM) is seeking a qualified, highly motivated market coordinator for the 202 season. The TCM market coordinator will work closely with the market managers, market volunteers, on-site staff, and community organizations. The TCM Market Coordinator will be involved with all aspects of the market's operations.

Roles and responsibilities will include:

- Vendor management and confirming the weekly schedule of businesses participating in the market.
- Support Planning team with Special Event functions at the market.
- Assistance with fundraising and market promotion
- Reviewing articles and posts, including for social media, website, and newsletter from Social Media Intern.

- Assistance with set-up, breakdown.
- Manage and maintain TCM tent during market days.
- Support farm-stand manager when necessary.
- Additional projects, depending on the candidate's interests and qualifications.

### **Location and Hours:**

The TCM Market Coordinator will require approximately 15-18 hours per week from May through November. Start and end dates are negotiable. These hours will include:

- Attendance at 30 market days. Markets are held every 2nd and 4th Fridays, and weekly on Sundays, excluding 5th Sundays and other pre-identified days. The Market Coordinator is generally needed on-site by 11:00 am and until 5:00 p.m.
- At least one 1-hour check-in meeting per week to go over fundraising, outreach and marketing, special event planning, and planning for future markets.

The Market Coordinator is welcome to work from any desired space outside of market days.

### **Requirements:**

Qualified applicants will exhibit the following characteristics:

- Interest in food, agriculture, and small business
- Highly organized
- Strong communication skills
- Effective research and writing skills
- Ability to operate within a changing, entrepreneurial environment
- Comfortable speaking to & interacting with a variety of audiences
- Access to a vehicle or transportation
- Must be 18 years or older

### **Compensation**

The Market Coordinator is a contract position from May 2022 - November 2022. Compensated at \$17/hr for 15 - 18 per week to be disbursed on a bi-weekly basis.

### **How to Apply:**

Applicants should submit a cover letter and resume to Ashley Drakeford at [thecapitalmarketmd@gmail.com](mailto:thecapitalmarketmd@gmail.com). Please include "TCM Market Coordinator" in the subject.

*The Capital Market is committed to being fully inclusive, representing all interests and voices in the process of providing healthy, affordable food to residents and supporting the growth of local businesses owned and operated by people of color. Women, people of color, LGBTQ individuals, and members of other representative groups are strongly encouraged to apply.*