



March 2017

Job Title Black Seed Farmers Market Assistant Manager Youth Staff

Company Muslim Community Link, Inc.

Position Location Worcester, Massachusetts

Muslim Community Link, Inc.

The Mission of Muslim Community Link (MCL) is to foster positive interactions and advance community integration by providing quality educational, wellness and referral services for all members, inclusive of the most marginalized within the Muslim Community.

Our Vision is a community in which all members are receiving necessary support, have a sense of belonging, and have achieved or are empowered to achieve physical, mental, and social wellness. One of the ways we seek to do this is through community programs aimed at fostering wellness within community members' lives.

We are seeking an organized, self-motivated individual to assist us in making our vision a reality. Our community building programs seek to build a stronger community by facilitating opportunities for community members to interact with one another in a positive and healthy environment. Black Seed Farmers Market seeks to connect community members of diverse backgrounds, with one another, as well as with local farmers, some of whom are recent immigrants and/or refugees in order to foster a connection around the importance of healthy food and local business. The Black Seed Farmers Market Assistant Manager Youth Staff will support the Black Seed Farmers Market Coordinator to execute the market successfully week to week and ensure necessary data for the programs is recorded accurately.

Job Description Purpose:

The Black Seed Farmers Market Assistant Manager Youth Staff will:

- Support Black Seed Farmers Market via data entry and inventory tracking
- Work collaboratively with Market Coordinator, Health Fresh Food Box Youth Staff, Worcester Regional Food Hub, & supplier farmers
- Coordinate with Black Seed Farmers Market Coordinator on necessary tasks for successful weekly farmers market
- Support program via collection of customer/participant demographic data
- Coordinating market setup and takedown
- Assisting customers



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Responsibilities include:

- Assist in the creation of demographic data collection survey
- Conduct data entry for Black Seed Farmers Market, including sales data entry for the farmers market and customer/participant demographic data
- Coordinate with Black Seed Farmers Market Coordinator to ensure inventory meets demand for the farmers market held on Fridays and other days of the week
- Coordinate with Black Seed Farmers Market Coordinator and supplier farmers on pickup and drop off of produce, meat, and value-added products
- Ensure timely setup and takedown of market
- Educate customers on produce, and assist customers with shopping & checkout
- Conducting end of day cash-out and inventory report

Minimum Requirements:

- English Speaker – additional languages would be beneficial
- Strong interpersonal skills with the ability to work with people of different cultural and socioeconomic backgrounds and professions, i.e. farmers, immigrants, etc.
- Willing to learn project management skills
- An ability to complete accurate data entry
- An ability to work with a team
- An ability to manage time and to coordinate according to different variables
- Willingness to learn new skills and knowledge
- Ability to arrange for your own reliable transportation to and from work

Desired Requirements:

- A strong eye for detail throughout the process, execution and delivery of our programs
- A passion to excel and challenge the opportunities that our program can offer
- Demonstrated ability to work independently as well as collaboratively with others
- Demonstrated leadership and initiative
- Have a car or truck

See The Rewards:

Our Black Seed Farmers Market Assistant Manager Youth Staff will learn, grow and develop in their program management skills, while engaging with a local network of organizations across multiple areas of the community and diverse groups of people.

Muslim Community Link, Inc. is an Equal Employment Opportunity Employer and is a drug-free workplace.