POSITION TITLE: Senior Daystall Farm Program Specialist II

GRADE: (G)

FLSA STATUS: Exempt

REPORTS TO: Director of Marketing and Program Development

POSITION SUMMARY:
The Pike Place Market is looking for a dynamic, self-motivated individual to help meet its goals of promoting and protecting local farms, cultivating a loyal customer base and ensuring that people of all income levels have access to healthy, local food. In this way, the Senior Daystall Farm Program Specialist II will not only oversee the operation and growth of the Farm Program, CSA PIKE BOX program but will also assist in the permitting of new and returning farmers, conduct periodic farm visits and ensure that all farm products and programs comply with the Market’s “Meet the Producer” tradition. Lastly, the position will work as a Marketmaster within the PDA Daystall Department and develop marketing materials, conduct research and engage in outreach to various stakeholders.

ESSENTIAL FUNCTIONS:
- Act as a primary day-to-day liaison for the Daystall Farm Department
- Oversite and supervision of farm staff, seasonal farm staff and farm interns.
- Oversees the Farm programs such as – PIKE BOX, Express Markets, Prepared Food Program, Recruitment of Farmers, and inspection of products, periodic surveys, occasional farm visits, and other communications.
- Collaborates and communicates routinely with Director of Marketing & Program Development
- Maintain close communication with Market farmers through weekly “marketmaster” duties,
- Work cross-departmentally to promote and support the Pike Place Market farmers by developing and implementing programs, policies, promotions and opportunities that expand direct sales outlets.
- Develop relationships with and represent PPM to farm, food and agriculture organizations; other farmers’ markets; government agencies; local business; and other organizations as needed with an enhanced focus on sustainability, and local agriculture. Candidate should be familiar with these movements on a local/statewide basis.
- Develop presentations for Market Programs Meetings.
- Act as the onsite “Market Manager” for at least one offsite farmer’s market location.
- Assist Farm team with the recruitment of new farmers. Oversee permit applications for all new and returning farmers, maintain the PDA Farm Program database, orient qualified farmers to existing farm programs, and provide technical assistance to farmers where needed.

- Enforce PDA rules and regulations through inspections of new Market farmers and periodic re-inspections of current farmers to ensure compliance.

MINIMUM REQUIREMENTS:
- Four-year college degree with emphasis in farm/agriculture, program management or related field. Equivalent years of experience also apply.

- Experience working on farms, CSA’s or with farmers a plus.

- Strategic thinker with good judgment and solid problem-solving/execution skills.

- Self-starting/Self-directed team player with the ability to work in a fast-paced environment with multiple deadlines. Some cold-calling for recruitment purposes is required.

- Valid WSDL.

- Proficient computer skills; knowledge of Microsoft Outlook, Excel, Word and Access. Graphic design experience a plus.

WORK ENVIRONMENT/PHYSICAL DEMANDS:
- Must be ambulatory, able to walk 8 hrs, lift and carry up to 50# and operate a 2-way radio.

- Some travel required including periodic drives to Eastern WA for farm inspections, conferences and/or meetings.

- Work schedule may vary and may require weekend/evening work, or working outdoors.

COMPENSATION:
Starting Salary Range: DOE. Benefits include employer-paid medical, dental, term life, and LTD insurance for employee, with Section 125 Plan for un-reimbursed medical/dependent care costs. Pension plan offered after one year and deferred comp plan available immediately.

APPLICATION PROCEDURE:
Submit resume, and Cover letter in one of the following manners: Fax to (206) 625-0646, email to hr@pikeplacemarket.org, indeed.com or by mail: Pike Place Market PDA, Attn: Human Resources, 85 Pike Street, Room 500, Seattle, WA 98101.

SALARY SCALE: Scale placement is DOE and qualifications
Min $54,185      Mid $68,550      Max $82,915

FULL BENEFITS: Medical, Dental, Vision, Life insurance, Disability, EAP, Pension

The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.