



Community Engagement Coordinator

BisMarket is a community farmer's market located along Sweet Avenue adjacent to Kiwanis Park in Bismarck every Saturday from 10am – 1pm, from June through October.

BisMarket's mission is to provide access to a variety of locally grown, high quality, farm-fresh products direct from local producers. Our family friendly market enhances community building, fosters local business development and encourages healthy food choices in a green outdoor space.

Job Description:

We are seeking an individual passionate about community, farmers markets and local foods to fill the **Community Engagement Coordinator** position at BisMarket. This role is seasonal and part-time with outdoor working conditions and light to moderate physical duties such as walking, bending, lifting, and standing for extended periods of time.

The new Community Engagement Coordinator will be responsible for coordinating entertainment, special activities and events, social media, volunteers, and implementation of the BisMarket marketing plan with the support of the Board of Directors, as well as working closely with the Operations Manager to ensure the market runs smoothly.

Must be available to work Saturdays 9am to 2pm. Hourly pay range is \$16-\$18 depending on experience. Approximately 8-10 hours a week, June through October. Ability to take time off with advance notice.

This position is open to candidates with unconventional employment history. A portion of this work will require use of the internet and personal devices such as a laptop or smartphone. A technology stipend is provided.

Essential Functions:

1. Assist the Operations Manager with market day activities for BisMarket
2. Support the Operations Manager in enforcing all Market Rules and tobacco-free policy
3. Coordinate market day entertainment, kids activities, volunteers, and special events
4. Create and share social media content to feature products, vendors, and entertainment
5. Implement marketing/advertising plan
6. Customer Relations:
 - a. Manage coupons, promotions, and incentives
 - b. Answer questions
7. Assist with customer card and cash transactions at the info booth
8. Understanding and promotion of SNAP and Beet Bucks eligible items
 - a. Ensure all vendors understand SNAP and Beet Bucks process
 - b. Distribute Beet Bucks and educate customers on their use
 - c. Create social media posts and other marketing information to raise awareness and usage of SNAP at the market
9. Attend monthly board meetings and the Fall Vendor meeting in October.
10. Additional duties as deemed necessary

Qualifications:

1. Exceptional organizational skills with attention to detail
2. Must possess good computer skills and knowledge of Google suite (Gmail, Calendar, Drive)
3. Marketing and social media skills
4. Passion for local foods and businesses
5. Excellent communication skills, written and verbal
6. Experience working with diverse groups
7. Marketing and/or customer service experience preferred

Submit your resume to info@bismarket.com. The application will remain open until we have found the ideal candidate.

