

# LEDGE LIGHT HEALTH DISTRICT

## Job Description Farmers' Market Ambassador

### I. **CLASSIFICATION:**

This is a non-exempt, temporary, part-time employee position. This position will be offered during the farmers' market season, 16 hours/week from April 1 – October 31, 2017.

### II. **SALARY:**

Fixed pay rate of \$12 per hour.

### III. **PURPOSE:**

The primary responsibility of this part-time position is to provide support to Ledge Light Health District's USDA Farmers Market Promotion grant funded program by expanding and enhancing outreach and marketing activities to Latino communities in New London and Groton, Connecticut.

### IV. **SUPERVISION:**

Reports to the Epidemiologist, Supervisor of Health Education and Community Outreach

### V. **SPECIFIC RESPONSIBILITIES:** (Examples – not a comprehensive listing)

- Prepares and presents information to the public through public speaking engagements
- Conducts focus groups and outreach meetings
- Translates English to Spanish – for market posters, banners, lawn signs, vendor forms, etc.
- Coordinates the distribution of marketing materials.
- Assists vendors whose first language is Spanish with market application process.
- Assist market staff with market duties.
- Welcomes customers to the farmers' markets and assists with shopping, when necessary.
- Creates reports based on data collection efforts.
- Makes recommendations to sustainability plan.
- Other duties as are required or requested.

### VI. **Minimum Qualifications:**

- Must be fluent in both Spanish and English with strong verbal and written communication skills.
- High School diploma (or equivalent), some college preferred.

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- Experience with customer service and the ability to relate well with all segments of the public.
- Computer skills, including Microsoft Word, PowerPoint and Excel, and email capabilities.
- Ability to produce accurate work in a timely fashion.
- Strong time management and organizational skills.
- Basic knowledge of the principles and practices of public health is helpful.
- Must have a valid driver's license.
- Must be available for work on Tuesdays and Fridays from 11:00am – 7:00pm during the farmers' market season from July - October.

### **VII. Personal Attributes:**

Ability to present ideas in an easily understood manner, to use proper judgment and tact in work with vendors, customers and community leaders, and to work with the staff as a team player.