



Student Assistant POSITION DESCRIPTION

Student assistants for the Michigan Farmers Market Association (MIFMA) work directly with program managers and operational staff to support the daily functions of our association and our programming. This is an hourly, part-time position up to 25 hours a week with a pay rate of \$15/hour plus reimbursement for travel costs. This position is for May through August 2022 with the possibility of extending employment if mutually agreed upon. The position will be based in our East Lansing office on Mondays and remotely the remainder of the week with the ability to travel throughout Michigan required.

Reports to: Programs Manager

Position Duties and Responsibilities:

- Assist staff with programs, events, and special projects as assigned, including but not limited to the Farmers Markets at the Capitol, Food Safety at Farmers Market grant program, and the Farmers Market Metrics project
- Perform site visits to farmers markets to assist in data collection and document observations
- Interact with NeonCRM software to document and store site visit observations
- Interact with the Farm 2 Facts software to assist with farmers market data entry
- Provide customer service for members and non-members
- General clerical duties including photocopying, laminating, and scanning

Desired Qualifications and Skills:

- Strong organizational skills and attention to detail
- Effective communication skills, including one-on-one, telephone and video conference, and writing
- Ability to balance multiple simultaneous projects and to easily shift between working independently and collaboratively
- A high degree of self-motivation and accountability to deliverables and timelines
- Problem-solving skills
- Dedication to working as a member of and in partnership with diverse communities. Ability to interact with farmers, market managers, and market stakeholders from diverse economic, educational, and vocational backgrounds to provide exceptional customer service
- An understanding of and commitment to social justice and racial equity in the food system



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- Willingness and ability to become knowledgeable about using technology in completing job requirements including: Microsoft Office Suite; web-based search and information systems; phone and web conferencing systems; project management software; and web-based content management systems

Application Process:

Candidates should submit a complete application, cover letter explaining their desire for this position and why their skill set makes them a good candidate, resume including education and work experience, and the names of three references (indicate relationship) by **May 15, 2022**. Materials should be uploaded and submitted with an online employment application available at <https://mifma.org/jobs/#student>. Incomplete applications or those not following this process will not be reviewed. Interviews will be held in the MIFMA office in East Lansing or virtually the week of May 16. Ideally, the student assistant will start as soon as the week of May 23.

MIFMA advances farmers markets to create a thriving marketplace for local food and farm products. It is the policy of the Michigan Farmers Market Association to practice nondiscrimination based on age, ancestry, color, disability or handicap, national origin, race, religious creed, sexual orientation, gender identity or veteran status.

MIFMA does not approve, nor will it condone, any action or behavior that would result in harassment or discrimination in any of these areas.