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 qualifies for work study appointments with Michigan State University. This position is for September 2023 through May 2024 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, Market Manager Certificate Program, and Michigan Farmers Market Conference
- Perform site visits to farmers markets to provide technical assistance to farmers market managers and document observations
- Interact with NeonCRM software to assist with membership activities, event registrations, and document and store site visit observations
- 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

● 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

● Ability to work independently and as part of a team

Why should you join the MIFMA team?

● Flexible work schedule that prioritizes working around your class schedule and other school-related responsibilities

● Position meets the requirement of a work study placement for students of Michigan State University

● Office located on campus at Michigan State University

● Female-led nonprofit invested in applying a lens of racial equity, diversity and inclusion to our work

● Professional development in the agricultural, public policy/advocacy, and nonprofit sectors

● Opportunities to attend webinars, conferences, events both in Michigan and beyond, as applicable

● Supportive team culture and inclusion in organized and informal team building events/activities

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 September 4, 2023. Materials should be uploaded and submitted with an online employment application available at https://mifma.org/employment/. 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 September 4th. Ideally, the student assistant will start as soon as the week of September 14 or 21.

*MIFMA places equity at the forefront of supporting the viability of community-driven marketplaces so that they can connect ALL consumers to local farms and businesses. 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.*