



Bilingual Market Operations Coordinator Job Description 2023

The Downtown Growers' Market, a program of the DowntownABQ Mainstreet Initiative, is seeking to hire a part time position to join the Downtown Growers' Market team. The position is titled "Bilingual Operations Coordinator". This role is great for anyone who has an interest in supporting Spanish speaking farmers, businesses owners, and community members who want to engage with the market!

Description

This part time (~12 hours / week) position is primarily responsible for assisting in providing Spanish speaking and translation support for market guests, vendors and patrons in addition to setting up the market with DGM staff, enforcing rules within the park, providing information both support and tearing down the market.

Responsibilities and Duties – Pre-Season / Off-Season (November – April)

- Translate documents for the upcoming season: info booth signs, information pamphlets, etc.
- Assist Management with the jury process and onboarding vendors.
- Assist with collecting vendor paperwork: communicating with vendors what they need, filing paperwork appropriately, passing paperwork to their appropriate entities.
- Help management prepare for orientation, attend orientation, answer paperwork and scheduling questions from vendors.

Responsibilities and Duties – Market Season (April – November)

- Assist with market info booth set up and break down.
- Assist with info booth tasks including selling EBT tokens to guests and redeeming tokens from vendors, selling merchandise, managing miscellaneous needs at the market.
- Keep notes during the Market surrounding customer or vendor's needs, especially as they relate to Spanish speaking customers / vendors.
- Translate documents and media throughout the market season.

Requirements

- Has access to reliable transportation
- Always on time and prepared
- Comfortable enforcing rules in a professional and friendly way
- Respectful of all market guests
- Fluent in both English and Spanish
- Professional writing ability in both English and Spanish
- Knowledge and/or experience with farming, farmers' markets, special events and/or the local downtown community preferred

Pay and Hours

- \$16.00 / hour
- 12 hours / week including market Saturdays

How to Apply

Send your resume and an English & Spanish writing sample to market@abqmainstreet.org