

Description of Work:

Rutherford County Cooperative Extension is accepting applications for a part-time Program and Outreach Coordinator. Responsibilities include working with Rutherford County Farmer's Market vendors and customers, event planning, and Extension program support. Under limited supervision, performs on-site management in operating and controlling the County's Farmers Market. Work involves planning, organizing and directing operations of the market, including opening and closing the market, authorizing vendors, welcoming customers, and enforcing rules and regulations of the market. Employee is responsible for promoting the market through media and planning special events. Work also involves inspecting fruits and vegetables, receiving complaints/feedback and directing to appropriate persons, collection of and daily accounting of vendor fees, and maintaining clean and safe grounds and building.

A valid driver's license and background check are required.

High School diploma with at least 2 year's customer service skills preferred.

Position Details:

This is a part-time position – 25 hours per week Tuesday-Saturday.

Hourly \$10.62 per hour