



JOB ANNOUNCEMENT

COMPANY	Downtown SLO
LOCATION	San Luis Obispo, CA
JOB TITLE	Program Assistant (Info Booth) (part-time; 8-10 hours per week)
REPORTS TO	Program Director

ABOUT OUR ORGANIZATION

Downtown SLO is a 501(c)6 nonprofit founded in 1975 whose mission is to foster an economically vibrant Downtown. Downtown SLO serves the community by working on initiatives like parking and beautification efforts, coordinating special events and the weekly Farmers' Market, supporting economic activities, and examining Downtown issues. Our office is located in the heart of downtown on Chorro Street, and our work environment is fast-paced, dynamic, and fun.

JOB DESCRIPTION

The Program Coordinator supports the Program Director at the weekly Farmers' Market. A successful candidate will provide strong customer service skills, be team-oriented, and have the ability to think on their feet and give direction when needed. This is a fun, physical job that requires the ability to lift equipment up to 50lbs, set up tents, and barricades, move tables, and carry large boxes. Working conditions are primarily exclusively outside with occasional in-office planning hours, training, and activities.

Farmers' Market Duties

The Program Coordinator will be on-site throughout the course of the weekly Thursday Night Farmers' Market, from setup to break down. They will be the acting person in charge of the Market Information Booth. They are expected to be at the market each Thursday for at least 8 hours (2 PM – 10 PM). The Program Coordinator is expected to be at the market, rain or shine, throughout the season (unless the market is canceled).

- Assists with setup/cleanup/storage and breakdown of market equipment (tents, tables, chairs, closing down streets, etc.)
- Staff the information booth and provide customer service, merchandise sales, etc.
- Resolves issues that arise with vendors and customers when needed
- Assists with EBT/SNAP/Market Match program, including processing EBT cards and educating the public
- Provides vendor support during setup, event, and teardown.
- Provides support to the Food Access Coordinator when needed
- Assists with market documentation and marketing when needed



- Assists with market special events as needed
- Understands and implements Emergency Procedures and COVID-19 safety protocols.
- Assists with general cleanup of the market equipment at the end of the night.
- Be comfortable working in various types of weather.
- Other tasks as assigned by the Program Director.

Desired Qualifications:

- 1-2 years of experience in the customer service/retail
- Familiarity with the San Luis Obispo community
- Bilingual (English/Spanish)
- Familiarity with federal benefits Programs – SNAP, EBT, WIC
- Familiarity with POS systems
- Familiarity with computer programs including, but not limited to, Microsoft Office and GSuite
- Detail-oriented
- Customer service-oriented
- Ability to work as part of a team and give and take direction
- Ability to work in a fast-paced environment

Payment: \$19-\$20 depending on experience

Position open until filled.

HOW TO APPLY

Please submit a cover letter and resume to reachus@downtownslo.com to apply.