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**Maine Organic Farmers and Gardeners Association  
Seasonal Part-time Retail Associate**

**Title:** Seasonal Part-time Retail Associate

**Summary:** MOFGA is currently hiring for a part-time position to help run the storefront operations for the new Maine Organic Marketplace in Freeport, Maine during the holiday season. The store consists of retail space for Common Ground Country Fair and Maine Organic Farmers and Gardeners Association (MOFGA) merchandise, along with local vendor products, sold on consignment. The space also features an educational space used for workshops and classes. Store hours are Mon - Fri, 9:30 a.m. to 5:30 p.m.; Sat, 9:30 a.m. to 6:30 p.m.; and Sundays 10:30 a.m. to 4:30 p.m. Additional hours may be required to support educational events.

**Supervisor:** Southern Maine Outreach Coordinator

**Work Week:** This position is part-time and seasonal. We are looking to fill the position as soon as possible and will run through the holiday shopping season, until early January 2022. Depending on availability and budget, there is the possibility of extension. The anticipated hours range is 8-15 hours per week, and will include weekends, some weeknights, and holidays. The store will be closed for some major holidays including Thanksgiving Day, Christmas Day (December 25) and New Year's Day (January 1).

**Compensation:** Hourly - \$15 per hour; Non-exempt under the Federal Fair Labor Standards Act.

**Required Abilities and Knowledge:**

The role will include:

- Running the Shopify Point of Sale (POS) system using an iPad to complete customer sales. Sales will be made using credit cards, cash and checks.
- Providing exceptional customer service to visitors. Answering questions or directing customers to other employees who can help.
- Organize and keep up store appearance: restock shelves as needed, keep stock looking presentable (folding, organizing, straightening), clean and sanitize (high touch areas) before closing and clean bathroom as needed.
- Help maintain current inventory counts and report to the supervisor any needed adjustments.





- Fulfilling online store orders, processing returns (through mail and in person) and shipping orders.
- Receiving inventory from vendors and documenting receipt of inventory.
- Opportunities for creating window and retail floor displays.
- Organizing, setting up and running of educational events hosted in the downstairs space.
- Other duties as assigned by the supervisor.

Ideal candidates should have:

- Familiarity with and passion for MOFGA's work and mission
- Familiarity with MOFGA's products including the Common Ground Country Fair
- Personable and outgoing demeanor
- Ability to multitask
- Comfort processing credit cards and cash
- Previous experience in customer service
- Retail experience preferred, including familiarity using POS systems. Previous experience with Shopify is preferred, but not required.
- Ability to move boxes up to 40 lbs

The Maine Organic Farmers and Gardeners Association is a broad-based community that educates about and advocates for organic agriculture, illuminating its interdependence with a healthy environment, local food production, and thriving communities. MOFGA is committed to creating an inclusive and sustainable workplace that reflects this mission. MOFGA is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law. MOFGA's success depends upon the collaborative spirit among its staff members and volunteers.

Employees are expected to be ready and willing to assist colleagues in all program areas when directed to do so by their supervisors.

**To Apply: Please submit a resume and cover letter by November 1, 2021** to Lucy Cayard at [lcayard@mofga.org](mailto:lcayard@mofga.org). Applications will remain open until the position is filled, but resumes and inquiries are always welcome from prospective employees.

