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

**Title:** Part-time Retail Associate

**Summary:** MOFGA is currently hiring for a part-time position to help run the storefront operations for the Maine Organic Marketplace in Freeport, Maine. The store consists of retail space for Common Ground Country Fair and 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 Sunday through Friday 10 a.m. to 5 p.m.; and Saturday 10 a.m. to 6:00 p.m. Additional hours may be available to support staff vacation and sick time, as well as educational events.

**Supervisor:** MOFGA Store Manager

**Work Week:** This position is part-time on Saturday and Sundays, with the opportunity to work weekday hours. The store will be closed for 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.

**Responsibilities**

- Use the Shopify Point of Sale (POS) system to complete customer sales. Sales will be made using credit cards, cash and checks.
- Provide exceptional customer service to visitors. Answer questions or direct customers to other employees who have the answers.
- Organize and keep up store appearance: restock shelves as needed, keep stock looking presentable (folding, organizing, straightening), cleaning store shelves, floors, bathrooms, etc as needed.
- Help maintain current inventory counts and report to the assistant/store manager any needed adjustments.
- Fulfill online store orders, process returns and shipping orders (through mail and in person).
- Receive inventory from vendors and document receipt of inventory.
- Create window and retail floor displays.
- Organize, set up and assist with educational events.
- Other duties as needed.





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 50 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 necessary.

