

**Position Available: Farmers' Market Liaison**  
**Year-round, part-time, 15-20 hours per week (contract)**  
**Salary Range: \$25-\$30/hour**

The New Mexico Farmers' Association (NMFMA) is a non-profit educational organization founded in 1994 that is dedicated to strengthening the local food system by supporting agriculture producers and cultivating strong networks for a healthier New Mexico. The NMFMA believes that when farmers are able to sell their food directly to people in their community, everyone benefits.

The Farmers' Market Liaison supports membership services offered to farmers' markets across the state, and assists with statewide marketing efforts. The ideal candidate will be customer service-oriented, comfortable assuming a number of administrative functions, and enjoy working within a vibrant nonprofit environment. The Farmers' Market Liaison will be responsible for working with a diverse team of stakeholders to help deliver programs that support direct market agriculture in New Mexico. Core duties and responsibilities are listed below, and the Farmers' Market Liaison will also be encouraged to bring their creativity, love for community, and appreciation of local food to the position. The Farmers' Market Liaison will report to the NMFMA's Community Health and Engagement Director.

**Duties and Responsibilities**

- Support market managers across the state with annual activities such as membership registration, promotional advertising dollars, and special events
- Assist the accounting department track the back end of activities that support market managers such as the annual allocation of promotional advertising dollars and special market events
- Proactively network, foster and maintain strong lines of communication with market managers
- Work with the NMFMA's Marketing Team to create outreach and promotional materials that support market managers
- Work with other NMFMA Teams to provide needed program support to market managers
- Collect program data and assist with evaluation activities

**Required Qualifications**

- Solid computer skills (Google suite, Microsoft office - including familiarity with spreadsheets)
- Excellent record-keeping and organizational skills
- Excellent people skills/customer service-orientation
- Excellent written and oral communication skills
- A positive, team-oriented attitude
- A demonstrated ability to work independently
- Ability to occasionally travel in-state to visit farmers' markets
- Ability to be on farms, as needed

**Preferred Qualifications**

- Knowledge of farmers' markets, food system issues and/or familiarity with New Mexico agriculture
- Familiarity with nonprofit environments

- Familiarity with spreadsheets and organizing information
- Bilingual in Spanish, a plus

**Salary Range: \$25-\$30/hour (contract)**

**To Apply** Send resume and cover letter to: [jobs@farmersmarketsnm.org](mailto:jobs@farmersmarketsnm.org) Please include “Farmers’ Market Liaison” in the subject line.

The position is available immediately. It will close when filled. The NMFMA seeks to hire a qualified individual as soon as possible. The NMFMA is especially interested in candidates who can contribute to the diversity of the organization.

The NMFMA is an equal opportunity, affirmative action employer. The organization is firmly committed to a policy against discrimination based on age, sex, race, religious creed, sexual orientation, disability, or ethnic or national origin.