



ORTING VALLEY FARMERS MARKET

Market Manager Job Description 2018

TITLE: Farmers Market Manager – Contract Position (open until filled)

Pay: \$7,450

EMPLOYMENT DETAILS: Contract Position, defined by Memorandum of Understanding. No benefits. Wages reported via IRS 1099, No taxes will be withheld by OVFM

The MISSION of the Orting Valley Farmers Market (OVFM) is to provide local small farmers with a promoted and managed venue to sell their products; to promote the preservation of local farmland; to provide healthy local food to the community; and to provide material support to the Orting Food Bank.

The Market Manager will engage with the local and regional community to tell the story of local food – from farmer to market to consumer. The Manager is responsible for the day-to-day operation of the OVFM as well as participating in long-term planning and strategizing to sustain a successful business (501c3) focused on serving as an outlet for local food in the community. In addition, the Manager will represent OVFM at public events – both tabling and speaking engagements. The Market Manager reports to the OVFM Board of Directors.

PRIMARY RESPONSIBILITIES

Manage the Orting Valley Farmers Market

Prepare for the market season:

- Update and distribute vendor applications and market policies
- Respond to vendor queries, collect reservations and space rental fees
- Apply for appropriate permits and insurance
- Schedule events, organize storage spaces, and identify and resolve any critical equipment needs
- Recruit volunteers as needed.
- Attend local, county and state educational opportunities as identified

On-site oversight and supervision of the OVFM each Friday (June thru September):

- Develop and educate vendors on policies, rules, conduct
- Develop vendor layouts
- Assure that the market space is safe and compliant with laws and health codes
- Set up and take down market
- Communicate with vendors, manage volunteers
- Collect vendor fees, respond to questions and resolve conflicts and issues as needed
- Document vendor concerns for market improvement

- Manage EBT/CC program; purchase supplies and needed equipment; ensure all expenditures are maintained within approved budget limits; obtain board permission for expenditures not identified in approved budget.

Keep accurate weekly and monthly records of market activities

- Operating costs, income, vendor participation, feedback
- Other activities as requested by Board of Directors.

Regional Networking: represent OVFM at meetings, conferences and professional development opportunities

SECONDARY RESPONSIBILITIES

*Promotion, outreach, fundraising, operating plan and budget: **work with OVFM Board***

Market promotion and outreach:

- Develop, print, and post communication materials (posters, etc.)
- Identify and implement promotional items including press releases, temporary and permanent signage, fliers, brochure, seasonal events, etc.
- Promote the markets Supplemental Nutrition Access Program (SNAP) and Fresh Bucks Matching with relevant audiences.
- Write weekly e-newsletter (leading up to and during the market season) manage social media presence, keep website current.

Fundraising: collaborate with OVFM Board of Directors on sponsor recruitment, opportunities to donate at market and support grant writing as appropriate.

Attend OVFM Board meetings, committee meetings and annual meetings.

Fiduciary: prepare Annual Operating Budget in coordination with board treasurer

Qualifications cont on next page.....

DESIRED QUALIFICATIONS

- Proficiency in Microsoft Office Suite, Mail Chimp, and social media (Facebook)
- Ability to work independently and collaboratively
- Knowledge and experience in successfully promoting local food systems
- Demonstrated ability to problem-solve quickly and efficiently
- Effective communication skills, including public speaking, writing, and conflict resolution
- Demonstrated ability to successfully recruit and manage volunteers
- Attention to detail
- Experience managing a program budget
- Ability to lift up to 40 lbs. and work cheerfully outdoors in inclement weather
- Must be available during market season on Friday from 1:00 PM to 8:00 PM and some additional weekends/evenings. Other hours are flexible
- Ability to interact with farmers, market shoppers, and community members from diverse backgrounds
- Ability to manage multiple tasks simultaneously and when needed delegate tasks to other staff or volunteers
- Passion for OVFM mission and work

Employment Period and Salary:

This is a part-time position expected to average 20 hours/week. Pay is \$7,450.

To Apply:

Please send resume and cover letter to:

OVFM
PO Box 1665
Orting, WA 98360

You can address your cover letter to OVFM Board of Directors

Position is open until we find a person with the right combination of skills who is also a good fit for our organization.