



A MAIN STREET ORGANIZATION

# Farmers Market Manager

<b>Supervisor</b>	Executive Director	<b>Pay</b>	\$23-\$27 per hour, based on experience
<b>Location</b>	Stevenson, WA with remote option	<b>Time</b>	About 450 hours total in 2024, with focus of 15 hours per week during June-Oct and average of 7 flexible hours per week the rest of the year.
<b>Revised</b>	January 2024	<b>Status</b>	Part-time, Hourly, Nonexempt

## Job Summary

The Farmers Market Manager is responsible for planning, organizing, and directing the activities and operations of the Stevenson Farmers Market, which is a program of the Stevenson Downtown Association, the local Main Street organization. The Market Manager works with staff, volunteers, Board of Directors, vendors and sponsors to deliver a beneficial market for the community held on Saturdays, 10am-2pm, mid-June through mid-October.

## Specific Job Functions

<p><b>Manage all operations of the Stevenson Farmers Market during the market season of June through October</b></p> <ul style="list-style-type: none"> <li>• Treat vendors and customers with courtesy, respect, and diplomacy.</li> <li>• Oversee set-up and break-down of market canopies, signs, tables, info booth, equipment, vendors, entertainment, activities, etc.</li> <li>• Manage market event site and info booth, answering and addressing all shopper and vendor questions and concerns.</li> <li>• Coordinate, process and track all market currencies, receipts and operation of EBT equipment.</li> <li>• Work with vendors on applications, scheduling, orientation, booth layout, membership fees, booth fees, sales data, performance surveys, signage, market rules, reimbursements, Farmers Market Nutrition Program (FMNP), SNAP, WIC and other food incentive programs.</li> <li>• Secure all necessary insurance, permits, agreements and licenses needed to legally operate a Farmers Market at the Stevenson Waterfront.</li> <li>• Manage market trailer supplies, equipment, maintenance and transport.</li> <li>• Actively work to increase market vendors with a focus on fresh produce and prepared food.</li> </ul>	70%
<p><b>Oversee administrative and financial responsibilities of the Stevenson Farmers Market year-round</b></p> <ul style="list-style-type: none"> <li>• Recruit vendors for an optimal mix and cultivate vendor relationships year-round.</li> <li>• Work closely with the bookkeeper and Executive Director to track all market finances timely and accurately, including weekly updates during the season.</li> </ul>	15%

<ul style="list-style-type: none"> <li>● Keep all market data, spreadsheets and records up to date, including weekly reporting to the committee during the market season.</li> <li>● Sell market sponsorships and maintain sponsor relationships/deliverables.</li> <li>● Prepare market reports for presentations, grants, partners and Board, including season-end report in October.</li> <li>● Monitor market email and voicemail on a weekly basis year-round, responding to stakeholders and inquiries within 48 hours.</li> <li>● Work with Executive Director on market budget in October for the following year.</li> </ul>	
<p><b>Work with staff and volunteers as a team</b></p> <ul style="list-style-type: none"> <li>● Meet regularly with staff and volunteer leads to ensure open, respectful communication and division of labor, and assess market issues and real-time data together on a weekly basis during season.</li> <li>● Work closely with staff and volunteer leads to define market goals and improvement at season-end, analyze weekly and seasonal reports and data.</li> <li>● Strategize with the Market Committee and staff to update market policies, determine optimal vendor mix and make vendor selections together.</li> <li>● Manage social media and newsletters with staff and volunteer support.</li> <li>● Assist staff with advertising, outreach and website plans and updates.</li> <li>● Seek support and guidance from the Executive Director for major issues and public statements from the Stevenson Farmers Market as a program of the Stevenson Downtown Association.</li> </ul>	10%
<p><b>Participate in regional and statewide opportunities and compliance with partners</b></p> <ul style="list-style-type: none"> <li>● Guarantee all reporting, guidelines and requirements of the Washington State Farmers Market Association (WSFMA) and Gorge Grown regional partnership are performed to maintain official Farmers Market status.</li> <li>● Attend annual WSFMA conference, Market Manager Boot Camp and regular Gorge Grown meetings.</li> <li>● Maintain working relationships with WSFMA Regional Lead, Department of Health Farmers Market Specialist, WSU Food Systems Program, USDA Food and Nutrition Service, WA Department of Children Youth &amp; Families, Skamania County Department of Health, Skamania County Senior Services, and Port of Skamania County.</li> </ul>	5%

### Qualifications/Skills

These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- At least 2 years managing a market, large event, retail business, or relevant experience.
- Minimum education level: high school diploma
- Experience in one or more of the following areas: agriculture, retail, marketing, event planning, community organizing, or volunteer management
- Communication skills, including fluent spoken English; excellent interpersonal skills, sense of humor, positivity and ability to work with vendors and shoppers at all levels.
- Initiative in solving problems and identifying opportunities for ongoing improvement.
- Commitment to working weekends during market season.

- Computer and phone app skills (i.e. email, calendars, internet, social media, Google drive).

**Peak Performer Commitments**

- We care about our community and know we are making a difference through our work
- We value individual contribution and the power of teams
- We build relationships that drive desired results

**Essential Physical Skills**

- Ability to perform a variety of physical tasks that require bending, lifting (up to 50 lbs.), stretching and walking.
- Physical ability to perform work on site in Stevenson, WA.
- While performing the duties of this job, the employee is regularly required to stand for periods of time, use their hands for dexterous activities, lift and carry heavy equipment, and speak and hear. Specific vision abilities required include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

**Environmental Conditions**

The primary work area is an outdoor environment, with routine exposure to sun, wind and rain; secondary work area is in a standard office environment (or home office) at a desk or table with computer, phone and office equipment.

*Disclaimer:* This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All Stevenson Downtown Association employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the needs of the organization.

**Estimated time commitment for the first year of this position:**

	<b>2024 Projected Monthly Hours</b>	<b>Avg per week</b>
Jan		0
Feb	30	7.5
Mar	30	7.5
April	30	7.5
May	40	10
June	50	12.5
July	60	15
Aug	60	15
Sept	60	15
Oct	50	12.5
Nov	25	6.25
Dec	15	3.75
	<b>450</b>	

2024 Projected Monthly Hours and Avg per week

