



# WE'RE HIRING!

## **Know someone who has a passion for local food? Loves people, planning, and being organized?**

The Sunday Farmers Market at College View is seeking a motivated individual with a passion for local food systems to fill the **Market Manager** position. This is a part-time, year-round and contracted position. Regular weekend work is required along with some evenings for meetings; weekday hours are flexible and mostly done from a home office. The Manager reports directly to the board of directors, primarily the three members on the Executive Committee.

Market Manager responsibilities include but are not limited to onsite operations of the market, communication with market members, outreach and partnerships, project management, marketing and advertising, volunteer coordination, grants and fundraising initiatives, budgeting and bookkeeping, supervision of assistant manager, and market recordkeeping.

### **Skills and Experience Required:**

- Candidates must be able to demonstrate a passion for local food and a basic understanding of local food economies as well as a passion for food outreach, health, and nutrition.
- Diplomacy, excellent communication skills, and a positive and energetic attitude are a must! It is incredibly important that the candidate has the ability to form positive, professional relationships with a very wide range of people including vendors, customers, and stakeholders.
- The candidate **MUST** have excellent attention to detail and organizational skills. Event planning experience and a demonstrated ability to manage complex logistics are preferred.
- Proven ability to work independently and manage multiple projects and timelines.
- Some physical work is required. The candidate must have the ability to lift 50lbs, spend 4+ hours on their feet, and work in extreme temperatures and weather conditions on occasion.
- Proficient with Microsoft Office, Excel, Word, Google Docs, social media platforms.
- Past experience with marketing and advertising is preferred.
- Proficiency with website management services and Quickbooks preferred.
- Able to work from home and have email connectivity.

**Compensation:** Negotiable starting salary of \$16-18K based on qualifications, with incentive/bonus clauses in the contract. Send cover letter, resume, and at least three references to [sundayfarmersmarket.board@gmail.com](mailto:sundayfarmersmarket.board@gmail.com) Applications will be accepted until the position is filled. Anticipated start date: immediately Job type: Contract