



# 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 **Assistant Market Manager** position. This is a part-time, seasonal 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 Assistant Market Manager reports directly to the Market Manager.

Assistant Market Manager responsibilities include but are not limited to planning, marketing and promotion, assist with onsite market day operations, data collection and evaluation, and volunteer coordination.

## **Skills and Experience Required:**

- Interest and passion for local food systems, sustainable agriculture and nutrition.
- Communication Skills
  - Excellent writing skills; must be able to write in a familiar voice to reach a diverse audience, especially relevant to online and social media content
  - Excellent verbal communication skills, problem-solving skills and a positive and solution-oriented attitude; must be able to relate to a diverse population of market customers and vendors
  - Conflict resolution and problem-solving skills
  - Ability to work independently and communicate in a timely, clear manner while working remotely from supervisor and board of directors
- Organizational Skills
  - Expertly handle token system and handling of money at the market
  - Ability to self-direct and manage projects while working independently
- Computer Skills
  - Proficient with Microsoft Office, Excel, Word, Google Docs, and social media platforms. Experience working with websites is preferred.
- Work environment
  - Some physical work is required. Must be able to spend 4+ hours outdoors in extreme weather conditions.
  - Must have access to a computer, phone, and internet

## **Hours**

Hours for this position will vary according to the season. The Assistant Market Manager must be able to work as many as 15 hours a week through the peak market season (last week of April through October), and as many as 10 hours a week during April; and 10 hours total in November, plus one 8-hour Sunday Market date, and 10 hours in December, plus two 8- hour Sunday Market dates. Weekday hours are flexible and mostly done from a home office. The AMM will preferably be available to attend monthly board meetings, typically held in the evening. Market dates are every Sunday, April 29 through October 28, 2018, and is open from 10am to 2pm. The AMM is required to attend most markets and arrive at the market two hours before opening to assist with set-up and stay up to two hours after closing to assist with tear down.

## **Pay**

The Assistant Market Manager is an independent contractor with Old Cheney Road Farmers' Market Inc, DBA Sunday Farmers' Market at College View, a Nebraska non-profit corporation. Compensation for this contract position is a total of \$6,220 for the period beginning April 1, 2019 – December 31, 2019. The AMM reports directly to the SFM Manger.

## **Application**

Interested applicants may send a cover letter and resume to the Board President at [jerry@lakehousefarm.com](mailto:jerry@lakehousefarm.com)  
Applications will be accepted until the position is filled. Anticipated start date is April 1, 2019.