

Port Susan Farmers Market Market Manager Job Posting

The Port Susan Farmers Market, a community market located in Stanwood, Washington, is seeking a part time Market Manager for its Friday Market. The Market Manger reports to the Port Susan Farmers Market Board.

Responsibilities include:

Pre-season prep (March- May)

- Maintain social media and newsletter
- Assist in soliciting sponsors and members
- Prepare vendor applications and maintain Manage My Market site
- Review, accept and solicit applications from vendors
- Manage site preparation (permits, insurance, supply inventory)
- Schedule entertainers for market days
- Prepare pamphlets and ad material

Market season (June-October)

- Maintain communications with vendors, sponsors and members
- On Market day, prepare site map, coordinate set up and tear down, supervisor vendors, and volunteers
- Collect and manager stall fees, reconcile weekly cash log and vendor payments
- Prepare sales and vendor reports for monthly Board meetings
- Maintain community and vendor communication through the web site and weekly newsletter

Off-season (October – March)

- Attend monthly Board meetings
- Assist in developing strategies for Market sustainability

Qualifications

The Market Manager must posse a variety of interpersonal and technical skills to work effectively with framers, vendors, consumers, sponsors and community partners. The following skills are required:

- Effective leadership skills (organization, coordination, written and verbal communication, multitasking and delegation)
- Effective problem-solving skills, creative thinking and dispute resolution
- Self-starter and able to work with limited supervision
- Knowledgeable about agriculture and the local community
- Social media application skills including website maintenance, Facebook and twitter
- High School diploma, United States Citizenship, and a valid driver's license
- Pass a Washington State criminal background check

Any combination of education and experience that provides the skills and abilities to successfully perform the essential function of the Market Manger will be considered.

Compensation:

This is a seasonal part time position based on approximately 15-20 hours per week (March-October). Salary is based upon experience and qualifications.

Please submit a resume including a cover letter and references to portsusanmarket@gmail.com before 5:00 pm January 31, 2018

Learn more at www.portsusan.org