

Job Title: Farmers Market Manager
Reports to: Neskowin Farmers Market Board
Status: part time (see job description)

Open until filled.

Announcement

Overview of the position:

The Market Manager helps develop the farmers market with the NFM Board of Directors. The Market Manager independently plans, operates, and delegates activities to volunteers to fulfill the functions of the weekly farmers market. Must be able to work Saturdays during market season, May through September. The Manager reports to the Neskowin Farmers Market Board via a board liaison. This is a contract position.

About Neskowin Farmers Market:

The Neskowin Farmers Market creates a vibrant gathering place where our coastal community members, food producers and craftspeople meet to support each other.

The market is on Saturdays, May through September at the Neskowin Beach State Park wayside. We have a variety of vendors while maintaining at least 75% food vendors.

Desired qualifications:

The Neskowin Farmers Market Manager is the primary face and leader for the Neskowin Farmers Market. We are looking for someone who is:

- A good communicator
- Friendly
- A problem solver
- Able to work independently
- Able to set and follow deadlines
- Experienced with community/volunteer management (farmers market experience preferred)

Candidates should be passionate about eating good, local food, and have enthusiasm for the mission of the Neskowin Farmers Market.

Sound like you? Please email a cover letter, resume, and 3 references to neskowinfarmersmarket@gmail.com.

Job Description

Neskowin Farmers Market Manager Duties:

General management duties:

- Follow and carry out policies developed by the NFM Board
- Develop, lead and manage promotional efforts for the market, including print advertising, social media and signage
- Recruit vendors and collect applications per NFM policies, submit appropriate paperwork to State Parks
- Coordinate with board to communicate with State Parks
- Plan and facilitate pre-season vendor orientation and end-of-season meeting
- Attend board meetings
- Maintain market record keeping and make reports when requested
- Regular check-ins with board liaison
- Participate in mid-season and end-of-season performance review

Weekly Duties (during market season):

- Set up and oversee general market operation
- Manage market booth, including EBT machine, merchandise and coffee sales
- Coordinate vendor schedules and placement
- Collect vendor fees and distribute SNAP payments to vendors
- Schedule and coordinate music and other special events
- Arrange for and maintain storage of NFM market supplies
- Maintain inventory of market merchandise
- Organize and recruit volunteers for weekly markets
- Maintain social media with weekly updates: photos, special activities, etc
- Maintain market signage
- Implement low-income food access programs, including SNAP match and more

Hours and compensation:

Approximately 30 hours per month March and April, 40 hours per month May through October. \$5,000.

This position is open until filled.

