**EPHRATA FARMERS MARKET**

**FARMERS MARKET MANAGER**

**Job Description**

The Ephrata Farmers Market strives to further the spirit of community by offering opportunity to gather together in a safe, friendly, positive environment to purchase locally grown and produced products directly from those who participated in their production. It is our desire to enrich our community by providing fresh, nutritious and wholesome foods and improve our local economy by supporting our farmers and other local vendors.

**Manager Position**

The Market Manager is a part time position with primary responsibility being the day-to-day operation of the farmers market. This will include an on-site presence at the market during all market hours, as well as off-site work during non-market hours. The manager will report to the market Board, who will set all market policy. In addition, the manager will represent the market to the market’s vendors, the consumers and to the community.

**Duties—in season**

* Enroll farmers/vendors in the market—both through seasonal vendor agreements and as daily vendors
* Make sure all vendor forms are completed and retained properly
* Collect all season and stall fees owed, make accurate accounting and deposit with the treasurer
* Arrive prior to market vendors arriving and remain throughout the market day to:
	+ Properly place vendors in spaces, including assigning market spaces to daily vendors
	+ Place market signs, parking signs
	+ Set up market information booth and event/music equipment
	+ Ensure all rules and regulations are adhered to
	+ Answer questions for vendors and consumers
	+ Resolve disputes that arise
	+ Maintain market grounds in a safe manner
	+ Plan for and help oversee special market events
	+ Develop positive relationships with vendors and customers
	+ Operate market manager’s booth
	+ Have any education or promotional materials to distribute
	+ Sell market bags, shirts, posters, postcards, etc. as well as raffle tickets
	+ Operate market’s WIC program
* Enroll market and market farmers in the Farmers’ Market Nutrition Program
* Act as liaison to the market’s board of directors, providing accounting and performance reports
* Communicate market policies, activities and rules to farmers, keeping them informed throughout the season
* Bring suggestions from farmers back to the market board
* Conduct periodic customer counts as possible to assess the level of growth in market usage
* Assure the market site is clean once the market is closed and the vendors have left for the day
* Maintain database of farmers, vendors, their contact information, and any licenses or permits each vendor possesses based on the products they are selling

**Duties—off season**

* Vendor recruitment
* Coordinate WIC program applications prior to market opening
* Professional development for market managers as possible
* Community relationship development as appropriate
* Fundraising along with EFM Board
* Advertising/promotional program development, including special events planning with Board, and printing of market materials
* Plan summer calendar, including music contacts, before market begins
* Update website
* Preparations of site for next season, including securing location, city and site permits, market insurance, maintenance or repairs needed to site/equipment, secure bathroom accessibility, set market schedule, organize volunteers

**Qualifications**

* Good communication skills with many different groups—farmers/vendors, customers, city/state officials, Board members, community groups, etc.
* Ability to think creatively
* Leadership skills—ability to make quick, sound, fair decisions for the good of the market
* People person with skills in diplomacy
* Dispute resolution skills
* Organizational skills
* Marketing skills helpful
* Some financial knowledge helpful: i.e. budgeting
* Self-motivated
* Passionate about the community and value of local, fresh food and direct marketing

**Compensation**

This position is paid $1400 per market season. The Manager position is for an independent contractor and does not include benefits.

Applications will be accepted through Oct. 31, 2013. To apply, please submit a cover letter, resume and names and contact information for three references to an EFM Board member or mail to:

 Ephrata Farmers Market

 P.O. Box 188

 Ephrata, WA 98823