



We are hiring a new market manager for this upcoming 2014 market season, May-November. This is a professional position serving the Howard County Economic Development Authority, Office of Environmental Sustainability, and Farmers Market Board of Directors - working under general supervision from an administrative or technical supervisor. Work includes managing the existing Howard County Farmer's Markets as well as managing the new mobile market, an initiative of Howard County's emerging food policy program.

**If you or someone you know is interested, please consider applying!**

To apply, please submit a resume and letter of interest outlining your experience within this area and why you are interested in this position. This position is open until filled. Applications will be reviewed as received.

#### **GENERAL REQUIREMENTS**

The market manager has a strong knowledge and understanding of local agriculture, food, community, and the marketing skills to promote the markets. The manager is reliable, friendly, self-motivated and efficient. The manager is literate in social media tools such as email list servers, facebook, and websites. The manager must be able to work outdoors in all weather, and safely lift and carry 30 pounds. The position requires the ability to work independently as well as interdependently with vendors and other related connections.

#### **MINIMUM REQUIRED EDUCATION/EXPERIENCE:**

Bachelor's Degree in environmental science/policy, agriculture related field, marketing, or related field, plus 2 years experience; or equivalent experience desired.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **Farm Market Manager**

- Attend all farmers markets every week throughout the season, approximately 26- 29 weeks.
- Manage information booth to inform and educate the community about our farmers and their operations
- Ensure all Market rules are followed by vendors throughout season

- Take efforts to resolve any complaints or concerns by customers and vendors
- Perform farm inspections as required for existing and new vendors
- Requires participation in set-up and tear-down of market
- Manage and supervise volunteers
- Work with market advertiser to organize, coordinate, and market special events and festivals
- EBT machine management and troubleshooting

### **Mobile Market Manager**

- Market to and recruit farms for participation
- Market to and recruit locations for mobile market distribution sites
- Should any processing of foods be needed for the program, manager will recruit processing vendor and manage logistics for the processing
- Oversee mobile market vehicle maintenance and upkeep
- Develop education campaign on eating healthy local foods to accompany mobile market
- Manage and supervise vendors, contractors, and volunteers
- EBT machine management and troubleshooting
- Establishing business relationships with farmers to secure future food supplies.

### **PREFERRED EDUCATION/KNOWLEDGE, SKILLS AND ABILITIES:**

- Sincere passion for building a local food system that values the environment, health, and quality of life of farmers and eaters
- Knowledgeable about food policy, specifically distribution and access to local healthy food options.
- Understanding of basic farming practices and what is in season throughout the year
- People Oriented with excellent communication skills
- Strong organizational skills and the ability to be task oriented
- Mediation or conflict resolution experience a plus
- Strong computer, organizational and time management skills.
- Excellent communication skills and highly self-motivated.
- Must be willing to work outside in all kinds of weather.
- Experience working with diverse audiences.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is required to stand, occasionally for long periods of time. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HOURS OF EMPLOYMENT AND COMPENSATION**

This is a full-time, contractual, hourly position and requires the management of weekend market operations.

Compensation will be \$20-\$25 per hour, based on experience.

**To apply, please send a cover letter and resume with 3 references to Howard County Food Policy Director, Kelly Dudeck at [kdudeck@howardcountymd.gov](mailto:kdudeck@howardcountymd.gov)**

**We look forward to hearing from you!**