

THE CITY OF RENTON

Is Recruiting For the Following Position:

FARMERS MARKET COORDINATOR

\$27.07 to \$32.96 per hour

This is a .75 FTE Salaried Position with Excellent Benefits

Position Open Until Filled (First Review 2/14/13)



How to Apply:

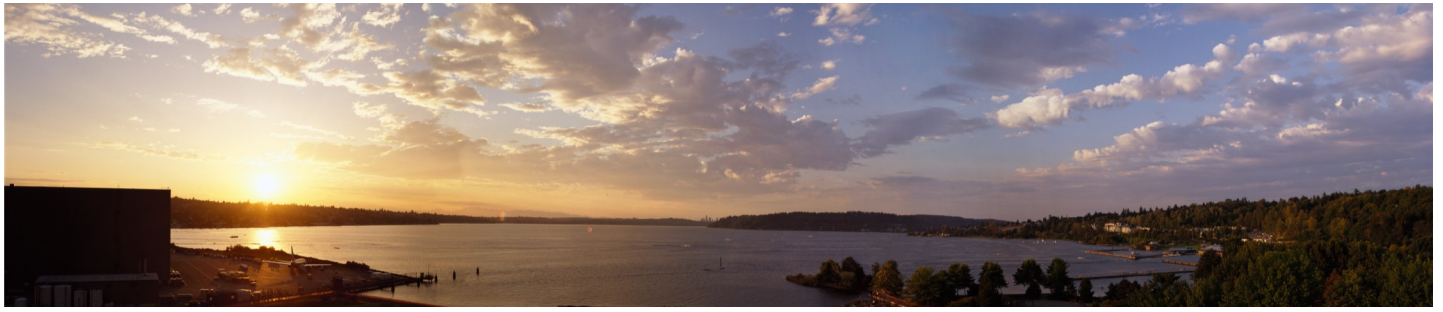
To be considered for this position in the Community Services Department, please complete and submit the online application located on the City of Renton Job Opportunities website:

<http://agency.governmentjobs.com/rentonwa/default.cfm>

RENTON. AHEAD OF THE CURVE.

City of
Renton





ABOUT THE POSITION

Under direction of an assigned supervisor, provide leadership, direction, organization, and coordination of activities for the Renton Farmers Market in collaboration with volunteers. This is a .75 FTE salaried position with excellent benefits.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Act as the Coordinator for the Renton Farmers Market, coordinating with volunteers, vendors and City staff to ensure ongoing and long-term health of the Farmers Market. Including coordinating pre-market planning and post-market wrap up efforts and supervising all market functions including soliciting new vendors, coordinating with local and regional farmers market organizations, managing market logistics, internal and external communications, managing the market budget, bookkeeping, volunteer recruitment and support, and maintaining and analyzing weekly market statistics.
- Work with market stakeholders (vendors, customers, volunteers, Farmers Market working group, sponsors, Chamber and City) to enhance existing market activities and to resolve problems effectively.
- Develop and prepare program budgets with volunteer participation; monitor and manage budgets including approval of expenditures; prepare and submit periodic budget updates as requested.
- Help secure sponsorships and additional external financial support and coordinate related agreements and relationships.
- Attend a variety of meetings and serve on City committees as requested; prepare and deliver formal and informal presentations at City Council meetings and community gatherings; provide staff support to the City Council, and boards and commissions as assigned.
- Maintain communication and effective working relationships with City employees, government agencies, community organizations and groups, and the general public; coordinate operations with other departments.
- Develop and approve City and Farmers Market website content, features, and information for areas of responsibility.
- Prepare publicity materials, including newspaper articles, brochures and flyers; perform other program promotion as needed.
- Assist with City Special Events as needed.
- Perform related duties as assigned.

MINIMUM REQUIREMENTS

Any combination equivalent to: Bachelor's degree and two years public relations experience or special event planning involving extensive public contact, preparation of information, and volunteer coordination OR at least four years work experience in communications, public relations, or volunteer organizations, and/or special events.