

Assistant Market Manager

Part-Time Hybrid Position | \$20/hour (DOE)

Hours:

- **May – September:** 18–22 hours/week (on average)
- **October – November:** 10–15 hours/week
- **December – April:** 8–12 hours/week

This role requires access to your own laptop and phone for both remote and on-site duties.

About the Mercer Island Farmers Market (MIFM)

MIFM began in 2007, and as a community-driven nonprofit, we aim to connect growers, consumers, and local businesses to create a valuable, sustainable community asset. We aim to provide the community with fresh, locally grown farm products, while educating the public about the importance of local agriculture, healthy foods, and sustainability.

Vendors primarily consist of local farmers and producers, alongside food trucks, prepared food vendors, and crafters. The market is a beloved community hub offering live music, a kids' activity table, and a welcoming atmosphere.

The MIFM is a member of the Washington State Farmers Market Association. The market operates adjacent to Mercerdale Park in the heart of Mercer Island's town center. The market runs every Sunday from June through September, with a special Harvest Market on the Sunday before Thanksgiving.

Position Overview

We are seeking a motivated **Assistant Market Manager (AM)** to support the Market Manager and MIFM Board in creating a successful market that helps farmers and vendors thrive, engages the community, and maintains a safe and professional environment.

The AM is responsible for supporting both on-site market operations and off-site administrative tasks. The role requires availability during all market hours and the ability to work outdoors in various weather conditions, lift up to 50 pounds, and stand for 6+ hours at a time.

The AM reports directly to the MIFM Board Executive Committee and is supervised by the Market Manager.

Responsibilities

Market Day Operations (On-Site)

- Attend every market day (Sundays) from 7:00am–3:30pm (or until all tasks are complete).
- Recruit, train, and supervise market volunteers.
- Oversee the Information Booth as needed.
- Assist in distribution of Market Bucks.
- Ensure vendor compliance with health, fire, and safety regulations.
- Assist with traffic control and overall market safety.

Market Preparation (Remote)

- Collaborate with the Market Manager to:
 - Update and prepare vendor applications, rules, and regulations.
 - Assign stalls to vendors and community participants.
 - Resolve conflicts and provide market-related assistance to vendors and consumers.
 - Promote the market through newsletters, social media, and outreach campaigns.
 - Ensure required licenses and permits are obtained and maintained.

- Manage the MIFM website and newsletters (monthly off-season, bi-weekly in-season).
- Oversee weekly social media content creation, scheduling, and audience engagement.
- Serve as a backup for the Market Manager when necessary.
- Assist in fundraising tasks with sponsors and donors.
- Support vendor calendar and application processes using Manage My Market.
- Coordinate non-profit and sponsor booth dates.
- Assist in both in-season and end-of-year reporting including statistics, stories, and photos for grants and sponsors.

Desired Qualifications

- Experience supporting farmers, local agriculture, and sustainable food systems.
- Creative writing and volunteer coordination experience.
- Interest in market development and outreach campaigns.
- Management experience (retail or otherwise).
- Strong organizational skills and confidentiality with vendor information.
- Proficiency in:
 - Microsoft Office, Google Suite, OneDrive, Canva, Wix, and social media platforms.
 - Additional tech skills or willingness to learn is a bonus.
- Bilingual in Spanish and/or Mandarin is a plus.

Competencies

- **Attention to Detail:** Strong commitment to ensuring accuracy and thoroughness in all tasks.
- **Project Management:** Develop and execute plans on time and within budget.
- **Customer Service:** Handle emotional or difficult situations with professionalism.
- **Cultural Awareness:** Respect diversity and promote inclusivity.
- **Innovation:** Generate ideas for improving market operations.
- **Regulatory Knowledge:** Understand and interpret technical procedures and regulations.

How to Apply

Send your resume and cover letter to board@mifarmersmarket.org with the subject line: “**Assistant Manager Application.**”

Learn more about us at www.mifarmersmarket.org