

Market Manager

Village Market

Job Description:

The Village Market is a community farmers market, supported by Slavic Village Development. The market provides access to locally grown fruits, vegetables, and other food or maker products, while creating a sense of community within the City and helping to revitalize the Fleet Avenue business corridor.

Manager Position:

The Market Manager is a part-time seasonal position (18 weeks, May through August) 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 in-office hours. The manager will report to the Business Development Officer but will work closely with the Community Involvement Coordinator who will assist with market policy. In addition, the manager will represent the market to the vendors, consumers, and the community.

Responsibilities:

Office Duties (12 Hours):

- Recruit farmers/vendors in the market
- Send vendor reminders and address vendor concerns
- Create Market promotional material
- Reporting SNAP/ Produce Perks
- Communicate with organizational partners

Market Duties (8 Hours):

- Assign vendors to booth locations
- Set up space including tents, tables, chairs, and the Village Stage
- 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
- Operate market manager's booth with City Fresh and EBT/ SNAP
- Solicit entertainment for market days, as well as sponsors for the entertainment

Minimum Qualifications:

- Knowledge of and interest in urban agriculture/ community development
- Effective communication, problem-solving, and time management skills
- An interest in working with people - farmers, vendors, and community residents
- Basic computer skills- Excel preferred.
- Must also be willing to do physical work and be capable of lifting objects ~50lbs

Compensation: \$15 per hour

To apply, please submit a resume and cover letter to Marilyn Mosinski @ marilynm@slavicvillage.org by Friday March 1st at 5:00pm.