

Carnation Farmers Market - Market Manager - 2024 Season

Application period: open until filled

Carnation Farmers Market (CFM) is seeking a part time Market Manager to join our community organization. Farmers Market experience is a plus, but not required.

CFM's Market Manager is responsible for pre-season preparations, market operations, and season wrap-up tasks. Manager must be on-site each Tuesday in June, July, and August 2024 from approx 12:00 until 8:00pm. The remainder of the work can be done remotely. Depending on market needs and candidate's abilities, the position involves 15 to 20 hours per week. This is a year-round position. Market Manager reports to CFM's Executive Director.

The ideal candidate will be confident, comfortable working with all kinds of people, friendly, outgoing, self-motivated, good with email and social media, and have creative problem solving skills.

RESPONSIBILITIES:

- Serve as a warm and welcoming market host and provide outstanding customer service to our shoppers, vendors, and community partners
- Enforce CFM policies and monitor vendor compliance with the laws and regulations of relevant agencies such as the WSDA and Public Health Seattle King County
- Collect vendor booth fees and perform basic bookkeeping, vendor invoicing, and deposit reconciliation
- Determine market layout, including the assignment of stall spaces
- Communicate with vendors, volunteers, and community partners via email, text, and phone
- Recruit and retain new and returning vendors
- Recruit and retain new and returning volunteers
- Manage social media accounts
- Assist with general Market promotions
- Assist with fundraising (contacting sponsors, applying for grants, organizing fundraisers, etc)
- Work with other Market staff to execute CFM's mission and vision
- Report market data to Executive Director and Board Of Directors
- Coordinate with CFM's Enrichment Activities Coordinator
- Represent CFM at state and county market coordinator meetings
- Have an understanding of the CFM's overarching mission, be able to effectively communicate it to the public, and consistently represent it within the work environment

SKILLS AND QUALIFICATIONS:

- Friendly and outgoing
- Self-motivated and creative
- Able to solve problems and think quickly
- Able to communicate effectively via email and phone
- Passion for farmers markets
- Able to lift at least 50lbs
- Current or able to obtain King County Health Department Food Handlers Permit
- Able to count money and perform basic math functions
- Familiar with/or able to learn Google Drive, Basecamp, Mailchimp
- Familiar with/or able to learn social media platforms
- Optimistic attitude while working long hours on your feet in all weather conditions

BASE COMPENSATION RANGE: \$18 - \$20/hour. This is an independent contractor position.

HOW TO APPLY: To apply, send cover letter and resume to Executive Director Lindsay Gilliam <lindsay@carnationfarmersmarket.org>. If you are interested or have questions, email Lindsay. Thank you!

For more info about Carnation Farmers Market, visit our website carnationfarmersmarket.org.