

Carnation Farmers Market - Program Manager - 2025 Season

Application period: open until filled

Carnation Farmers Market (CFM) is seeking a part-time Program Manager to oversee and expand our community-focused program offerings. Celebrating our 22nd season, CFM serves as a nexus for arts, culture, education, and community in the scenic Tolt-MacDonald Park. Program management experience is a plus, but not required.

CFM's Program Manager works in collaboration with CFM's Executive Director, Market Manager, and other members of the CFM team. The Program Manager is responsible for developing and executing educational activities, coordinating artists and musicians, and supporting overall market operations. The Program Manager must be on-site each Tuesday in June, July, and August 2025 from 1:00 until approximately 8:00pm. The remainder of the work can be done remotely. The position involves approximately 15 hours per week with potential to increase, upon approval from CFM's Executive Director and Board of Directors. This is a year-round position. Program Manager reports directly to CFM's Executive Director.

The ideal candidate will be creative, organized, comfortable working with diverse groups of people (especially youth), friendly, outgoing, self-motivated, proficient with email and social media, and have strong project management skills.

RESPONSIBILITIES:

- **Educational Programming:** Develop and execute weekly activities for the Power of Produce (PoP) Kids Club, including sourcing supplies, creating handouts, writing instructions for volunteers, and promoting activities through newsletter and social media channels
- **Artistic Coordination:** Manage relationships with musicians and guest artists, coordinate scheduling, send reminders and thank-you messages, and collaborate with CFM artist partners on weekly art activities
- **Program Development:** Work with the Market Manager to schedule guest presenters for programs such as yoga and cooking demonstrations, and address shopper inquiries regarding market programs
- **Community Outreach:** Attend community events and visit local organizations to promote CFM programs and build partnerships
- **Social Media and Promotion:** Create engaging content to promote market activities, develop concepts to be shared, and monitor engagement metrics

- **Market Operations Support:** Assist with program setup and cleanup, data management, and general market operations as needed
- **Reporting:** Track program participation, collect feedback, and report program data to Executive Director and Board of Directors
- **Mission Alignment:** Understand CFM's overarching mission, effectively communicate it to the public, and consistently represent it within the work environment

SKILLS AND QUALIFICATIONS:

- Friendly, outgoing, and passionate about community engagement
- Strong organizational, communication, and project management skills
- Experience with or strong interest in educational programming and working with youth
- Self-motivated with creative problem-solving abilities
- Able to communicate effectively via email, phone, and in person
- Able to lift at least 50 pounds
- Current or able to obtain King County Health Department Food Handlers Permit
- Able to count money and perform basic math functions
- Familiar with or willing to learn Google Drive, Basecamp, Mailchimp
- Familiar with or willing to learn social media platforms
- Optimistic attitude while working long hours on your feet in all weather conditions
- Access to reliable transportation

Base Compensation Range: \$21/hour. This is an independent contractor position.

HOW TO APPLY: To apply, send cover letter and resume to Executive Director Lindsay Gilliam at 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.