



We're Hiring!

MANZANITA FARMERS MARKET MANAGER POSITION AVAILABLE for 2025 Market Season

The Manzanita Farmers Market is now hiring for the position of Market Manager. See below for a job description and other pertinent information. If you are interested, we would like to hear from you as soon as possible! Please send letter of interest, resume and three

references by **DECEMBER 2, 2024** to manzitanifarmersmarketboard@gmail.com or mail to Manzanita Farmers Market PO Box 608, Manzanita OR 97130

Manzanita Farmers Market Manager Job Summary

The Market Manager helps develop the farmers market with the MFM Board of Directors. The Market Manager independently plans, operates, and delegates activities to volunteers to fulfill the functions of the weekly farmers market. Must be able to work Fridays during market season, May through late September. The Manager reports to the Manzanita Farmers Market Board. This is a contract position.

General Market Manager Duties, including, but not limited to, the following:

- Recruit and manage farmers and other vendors
- Organize and recruit volunteers at weekly market
- Plan and facilitate annual vendor training
- Maintain market record keeping; maintain and organize files with contact information on all market participants, vendors, entertainers, volunteers, service providers, sponsors, customers
- Manage online vendor platform (Manage my Market), including onboarding and vendor assistance
- Manage and track vendor invoicing and all other MFM expense and income tracking and provide organized information to MFM bookkeeper. Make deposits at bank.
- Implement low income food access administration, for SNAP, DUFB, WIC & FDNP and outreach to vendors and customers, with other related programs such as vouchers from partner organizations
- Assist in the development of cultural accessibility to the market.
- Develop, lead and manage promotional efforts for the market, including print advertising and social media; maintain and update MFM website, maintain MFM Facebook page and draft weekly in season e-newsletters; with support from the board advertising committee, develop an annual advertising and marketing plan.
- Develop, lead and manage fundraising efforts for the market; with support from the board fund development committee, develop and implement an annual fundraising plan.
- Set agenda for and attend monthly board meetings. Give monthly market reports and other reports as applicable.
- Work with the market treasurer to develop annual budget; track payments, income and expenses.
- Create mid-season and end-of-season status reports and submit notes, files and other information to the board as requested.
- Participate in annual personnel review
- Manzanita City Council liaison; Updates on City Hall construction, impacts on 2025 season

Qualifications:

- Excellent verbal and written communication skills, as well as a working knowledge of administrative functions and practices
- Must be self-directed and proficient at creative problem solving and organizational development
- Enjoy working with people from different backgrounds
- At least two years experience in community organizing or farmers market management
- General background and strong interest in community development including small business and economic development initiatives
- Interest in healthy eating and improving access to affordable, nutritious foods through direct farm markets
- Must be proficient in basic office equipment
- Must be proficient with Microsoft or Macintosh office software, social media tools, website updates, and general internet navigation

Hours: This is a part-time contract position, and is expected to take approximately 80 hours per month during the “high” season (March through September) and approximately 40 hours per month during “off” season (October through February.)

Annual compensation from \$15,000 to \$17,000 depending on experience, with potential for performance-based incentives.

For more information or questions, email to manzanitafarmersmarketboard@gmail.com or call 503-753-6327.