

# Umpqua Valley Farmers' Market Market Manager Position Description 2023

## Overview:

The Market Manager is the public face of the Umpqua Valley Farmers' Market (UVFM) and is primarily responsible for its day-to-day operation. As Market Manager, you set the tone for the market and are a consistent, welcoming presence for vendors, customers, and the community. In addition to your on-site presence during market hours, you hold responsibility for ensuring smooth and efficient market operations, adherence to safety guidelines as outlined in the Member Handbook, and making decisions in alignment with and based on the UVFM by-laws and Member Handbook. You will work alongside and may direct the efforts of the Market Assistant ; the Market Manager will report to and be directed by the Board of Directors.

## What You'll Do:

- 1. Be the on-site leader on market days.** You'll be the go-to on Saturdays, setting the tone for a welcoming and positive market, and ensuring vendors and customers have what they need for an organized, efficient, safe market for all. This includes, but isn't limited to:
  - Directing the set-up and break-down of the market for vendors, in adherence with our outlined procedures.
  - Overseeing the work of the Market Assistant/Event Coordinator.
  - Engaging with customers to make them feel welcome, answering questions, and ensuring strong market culture.
- 2. Ensure the organization is strong, through adherence to market guidelines and policies.** You understand that a well-run market prioritizes adherence to safety guidelines, tight fiscal management, and effective use of resources to operate and grow. You'll work alongside the Board to ensure our organization is strong and healthy. This includes, but isn't limited to:
  - Maintaining ongoing financial reports, vendor records, applications, permits, licenses, and ODA inspection documents as required by law. Attending and participating in monthly UVFM Board meetings, submitting Market Manager Report on current issues and projects and providing perspective on relevant topics.
  - Maintaining an annual UVFM calendar which includes monitoring renewal of various licenses, permits, and meeting state required deadlines. These include; liability insurance, and porta-potties).
  - Renewing applications w/ WIC, SNAP, Insurance, DUFEB Program and FUM Church on an annual basis.
- 3. Communicate with vendors, customers and the community on behalf of the market.** You are the "person behind the market." When folks reach out with inquiries, ideas, media requests, you're the go-to. This includes, but isn't limited to:
  - Responding to inquiries, whether from community members, prospective vendors, food inspectors, and more.
  - Educating vendors about market guidelines and policies and ensuring a diverse, inclusive, and equitable vendor list.
  - Sharing information about the market, events, and news via media outlets.

### **Who You Are & How You'll Operate:**

In addition to sharing a deep commitment to the market's mission, conviction about its impact, and belief in its future potential, you might be a great Market Manager if you are:

- 1) **An excellent relationship builder and culture builder:** You make people feel welcome, you build rapport and connection easily with new and regular customers as well as vendors. You are approachable and love to interact with diverse groups of people.
- 2) **An independent worker:** You are self-driven, organized, can manage multiple priorities independently, and move projects forward with minimal oversight or supervision. You make sound decisions, seek help when necessary, and get stuff done.
- 3) **A strong communicator:** You communicate clearly - and with comfort - both verbally and in writing and with diverse audiences. Much of your work centers on working with others, whether to help explain policies or guidelines, or to help navigate challenges.
- 4) **A flexible do-er:** You thrive in fast-paced environments and move adeptly from one thing to another. You stay focused on the big picture while attending to the details. You take pride in your ability to get things done.

### **When You'll Work:**

The UVFM operates year-around, and it is expected that that Manager will be a consistent face each Saturday when the market is open. On market days, the Manager will be present from approximately 7:00 A.M. through the close-up of the market, approximately 2:30 P.M.

In addition to the hours spent in-person on Saturdays, the Manager will be responsible for completing administrative responsibilities that help ensure the market's success. The Manager will work ~30 hours/week on average, in order to fulfill all of the outlined responsibilities.

### **Skills & Qualifications:**

- Ability to lift up to 40 lbs. and stand for long periods of time
- Willingness to work in the elements (heat, rain, cold, temperatures, etc.).
- Interest in local agriculture, food, community, and/or local economies.
- Possess a personal computer and have access to internet.
- Ability to handle money, make change, etc.
- Proficient in Microsoft Word and Excel.
- Internet Savvy and understanding of internet based email accounts and social media including Facebook and Instagram.
- Available every Saturday, year-round.
- Knowledge about regulations pertaining to Farmers' Markets is preferred
- Must not be a vendor of the UVFM at time of hire

**Application deadline:** September 17, 2023. Applications will be reviewed on a rolling basis; early applications are encouraged. Position will remain open until filled. To apply, please send your cover letter, resume and 3 references to Sarah McGregor, [sarah.uvfm@gmail.com](mailto:sarah.uvfm@gmail.com).

**Compensation:** \$1,300-\$1,550/month, based on experience

**Benefits:** Monthly technology reimbursement up to \$90.

\$2,400 annual benefits stipend, flexible to pay for retirement, medical, or similar benefits. To be paid out on a monthly basis. The Manager will be eligible to start receiving the stipend 120 days after the contract is signed.