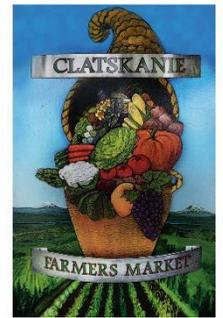


## Clatskanie Farmers Market Job Posting – Open 1/13/2020 – 1/26/2020

The Clatskanie Farmers Market (CFM) is seeking a part-time, seasonal **Community (Co-Op) Booth Manager**. This is a paid, contracted position, and this individual will report to the CFM Board of Directors and work closely with the Market Manager, and the Board President and Treasurer. Clatskanie is a small, rural community in Columbia County, and our non-profit farmers market opened in 2014. The Market is open from 10am-2pm on Saturdays throughout June – September. CFM serves as a community venue for an average of 18 farmers and artisans each season, in order to encourage the creation and growth of local, sustainable businesses. CFM promotes food security and local food literacy by offering a variety of fresh food products and nutrition education and in this way mutually benefits both local producers and consumers. The ideal candidate will have knowledge and understanding of local food systems and passionately believe in the importance of local farms and farmers markets. The Board is specifically seeking a candidate who is self-driven, able to work with very little direct supervision, and who is not a market vendor.



### Job Overview & Scope of Work

The Community Booth Manager is responsible for the operation of a seasonal Co-Op produce booth for CFM. The goals of the Community Co-op Booth is to Increase options for market customers, provide local non-professional growers a means of sharing their bounty with the community, help these smaller growers expand their business and learn marketing skills, and to generate income for the market. This farmers market is one of five Oregon markets participating in a 3-year project (in conjunction with the Oregon Farmers Markets Association and Oregon State University) called the Beginning Vendor Support Network.

This Community Booth Manager will be responsible for collecting data related to that project and will begin their position by attending a 3-day training/workshop to learn data collection requirements/methods on Feb. 20-22, 2020 in Corvallis, all expenses paid. The Community Booth Manager will assist with updating a Community Booth handbook and intake form, and along with the Market Manager, scheduling and holding a Spring Vendor Training (TBD). This is a part-time, seasonal position for the 2020 Market season. \*This position differs from the Market Manager position by requiring less time commitment, but also by working to manage a Co-Op booth, train and supervise the growers in all aspects of utilizing the booth, oversee set-up, take-down, display, pricing, sales and demonstrations of food products to customers.

### **Qualifications and Skill Set Expectations:**

- Minimum High School Diploma or equivalent. Experience with people management, growing and/or marketing produce, and providing excellent customer service.
- Strong management skills, education and/or experience in a retail environment. Non-profit experience and familiarity with agriculture, horticulture, and locally-grown food a plus. Cash handling and simple accounting skills required.
- Physically able to stand for long periods of time, to withstand extreme weather (i.e. heat, cold, wind, sun), and to lift up to 40 lbs.
- Interpersonal skills for dealing effectively with the Board of Directors, supervisors, the public, volunteers, vendors, musicians, customers and other that coincide with the Market.
- Enthusiasm, initiative, and judgement necessary to develop a multi-faceted role supporting our growing market. Cheerful, friendly, pleasant and fully committed to embracing the market's objective and mission required.
- Creative and willing to think "outside the box."
- Self-motivated, organized, honest, punctual, reliable and able to work unsupervised.
- Must have own transportation. Must have (or be able to obtain) a Food Handlers Card.

### **Responsibilities and Duties**

- Be a consistent face in the Co-Op booth, and the primary point of contact for the growers utilizing this service. Anticipate and prevent problems. Assist growers with learning marketing skills. Know when to defer to the Market Manager or the Board of Directors.
- Attend and help organize the Spring Vendor Training (date TBD). Attend monthly board meetings as requested (2<sup>nd</sup> Thursday evenings each month).
- Provide orientation and support to new growers throughout the market season.
- Ensure smooth operation of the Community Booth from set-up to break-down.
- Enforce Community Booth policies & rules. Resolve disputes as needed or defer to the Board.
- Engage visiting representatives from the OHA, ODA, and other entities as appropriate. Be able to speak to the media as appropriate, and know when to defer to the Board of Directors.
- Become knowledgeable about harvesting, storing, packing, display of produce that growers bring to sell, evaluate produce to meet market standards, become familiar with all Market guidelines, rules, regulations and policies, and be confidently able to enforce regulations and rules related to labeling, display, presentation, sampling, use of scales, etc.
- Manage all aspects of produce sales including: assisting growers with paperwork at arrival and for payment distribution; appropriate pricing and merchandising of products for sale; accurate record keeping and balancing/closing cash till; provide reports to Treasurer as requested. Understand and respect the importance of deadlines for weekly sales data reports.
- Correspond with growers, manage email and phone messages and respond in a timely manner.

- Be punctual in arrival on Market day and oversee set-up and break-down of Community Booth. \*Possibly manage SNAP sales, distribute Power of Produce kids tokens, sell/write receipts/track sales of merchandise, provide general information and support to vendors and customers. Ensure area is clean/garbage removed at end of Market day (TBD).
- Oversee storage of the Market owned Community Booth setup items (location TBD).
- Assist committee chairs and Market Manager with planning and oversight of seasonal events at the market, including but not limited to Bee Education Day, Garlic Festival and Tree Fruit Day.
- Be willing to wear provided garment which identifies Community Booth Manager as such.
- May perform other jobs as may be assigned by BOD.

### **Job Details**

- The Community Booth Manager (CBM) is a part-time seasonal position working a few hours during February-May, with a heavier workload expected during the market season (June-Sept.)
- The position starts with attendance at the February Board Meeting and ends in early Oct. 2020. There will be a few required meetings/trainings/events in the spring with activities related to this new position, and then presence required on 17 market days, Saturdays from approximately 8 am – 3 pm June 6<sup>th</sup> to Sept. 26<sup>th</sup>. Total hours are approximately 125-150 for the 2020 Market season. Must be able to attend the Spring Vendor Training/Meeting (date TBD). MUST be able to work the 17 Saturdays June 6<sup>th</sup> to Sept. 26<sup>th</sup> and must be able to attend some pre-season planning meetings and events. The CBM, along with other staff, will be expected to attend the 3-day training conference in Corvallis February 20-22, 2020, with all expenses paid.
- Must be able to attend monthly Board Meetings to present reports and invoice for services for payment of contracted wages (2<sup>nd</sup> Thursday evening each month).
- Job renewal for successive seasons is entirely possible and will be based on a post-season performance review by the board of directors; re-application may be requested.
- Compensation will be a seasonal stipend of up to \$2,000 (expected 125-150 hours) paid once monthly at the board meetings, March-October, 2020, with submission of a monthly invoice for contracted services. Additional hours may be worked on a volunteer, at-will basis if desired, but not required. Contract employee is responsible for filing/paying own taxes.

Applications will be accepted until Jan 19<sup>th</sup>, 2020. Please submit a one-page, hand-written cover letter, a complete resume (limit 2 pages), a writing sample (please draft a 1 page “introduction” letter to a prospective grower who wants to sell produce in the Co-Op booth), and 2 references (each with full name, email, phone number). Applications can be mailed to CFM, PO BOX 1501, Clatskanie, OR, 97016 or emailed (please scan all documents into one .pdf file) to [ClatskanieFM@gmail.com](mailto:ClatskanieFM@gmail.com) with the subject line: “CFM Community Booth Manager Application (last name).” Please email the above address with any clarifying questions. Thank you for your interest in working as the Community Booth Manager for the Clatskanie Farmers Market 2020 Season!