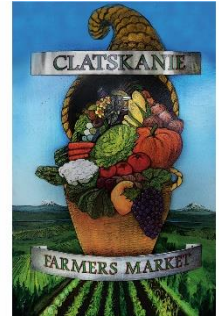


Clatskanie Farmers Market Job Posting – Open 1/13/2020 – 1/26/2020

The Clatskanie Farmers Market (CFM) is seeking a part-time, seasonal **Market Manager**. This is a paid, contracted position, and this individual will report to the CFM Board of Directors and work closely with 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 Market Manager is responsible for vendor oversight and management for CFM. This 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 Market Manager position 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 Market Manager will assist with updating the vendor handbook and application, and scheduling and holding a Spring Vendor Training (TBD). This is a part-time, contracted, seasonal position for the 2020 Market season.

Qualifications and Skill Set Expectations:

- Experience with volunteer management, project/program coordination, event planning, community building, and marketing activities preferred.
- 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.
- Computer and technology literate with data entry experience 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.
- Strong ability to communicate verbally and in writing, including ability to collect information, write reports, and manage data.

- Interpersonal skills for dealing effectively with the Board of Directors, the public, volunteers, vendors, musicians, customers and others that coincide with the Market.
- Excellent conflict resolution skills: Ability to navigate vendor compliance (i.e. product labeling, canopy weights, hand-washing, using scales, etc.), customer compliance (i.e. parking, dog, smoking policies, etc.) and be tenacious and diplomatic in determining successful outcomes.
- 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 the public face of the market and main point of contact for vendors and volunteers. Set a welcoming tone. Anticipate and prevent problems. Assist vendors and shoppers who need help. Know when to defer to the Board of Directors.
- Process vendor applications, ensure all necessary licenses and insurance has been obtained and is on record, and collect fees as appropriate.
- Ensure smooth operation of the Saturday Market from set-up to break-down, including overseeing volunteers, vendors, and collecting vendor fees at the end of the day.
- Create weekly market map, correspond with vendors, and process monies ready to present to the Treasurer as requested.
- Enforce Market policies and rules. Engage visiting representatives from the OHA/ODA, and other entities as appropriate. Resolve disputes that arise. Defer to the Board as needed.
- Communicate regularly with vendors, learn/use FarmSpread Market Management software, and communicate effectively with the CFM Board of Directors.
- Help organize, attend and present at the Spring Vendor Training (date TBD).
- Attend monthly Board meetings (2nd Thursday evenings each month).
- Be knowledgeable about all products that vendors sell, become familiar with the market guidelines, rules, regulations and policies, and be confidently able to enforce regulations and rules related to labeling, display/presentation, use of scales, etc.
- Manage email, computer, and phone messages and respond in a timely manner.
- Understand and respect the importance of deadlines for data input and reports.
- Supervise the placement of and/or place directional signs (self or with volunteers) around town.
- Be punctual in arrival on Market day and oversee set-up and break-down of managers/informational booth, provide information and support to vendors and customers. Ensure site is clean/garbage removed at end of Market day. *Possibly will manage SNAP sales, distribute Power of Produce kids tokens, sell/write receipts/track sales of merchandise (TBD).

- Oversee set-up/break down of Market music booth, Market entrance signs, and the security and storage of Market property (location TBD).
- Provide orientation and support to new vendors throughout the market season.
- Be able to speak to the media as appropriate. * Know when to defer to the Board.
- Assist committee chairs 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 Market Manager as such.
- Perform other jobs as assigned by Board of Directors.

Job Details

- The CFM Manager is a part-time seasonal position working a few hours per week Feb-May, with a heavier workload expected during the market season (June - September).
- The position starts with attendance at the February Board Meeting and ends in early Oct. 2020, working an average of between 3 - 12 hours per week. There will be approximately 3 - 5 flexible hours per week dealing with activities related to our vendors, and presence required on 17 market days, Saturdays from approximately 8 am – 3 pm June 6th to Sept. 26th. Total hours are approximately 200-250 for the 2020 Market season. Must be able to plan & attend the Spring Vendor Training (date TBD). MUST be able to work the 17 Saturdays June 6th to Sept. 26th and must be able to put together Saturday's Market Map and email to vendors late each week prior to market day. All other hours are flexible. The Market Manager, along with other staff, will be expected to attend a 3-day training conference in Corvallis Feb. 20-22, 2020, all expenses paid.
- Must be able to attend monthly Board Meetings to present reports and invoice for services for payment of contracted wages (2nd 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 to the position may be requested.
- Compensation will be a seasonal stipend of up to \$4,000 (expected 200-250 hours of work) 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 paying/filing own taxes.

Applications will be accepted until Jan 26th, 2020. Please submit a one-page, hand-written cover letter, a complete resume (limit 2 pages), a writing sample (please draft a 1 page "welcome" letter to a prospective new vendor), 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 with the subject line: "CFM Manager Application (last name)." Please email the above address with any clarifying questions. Thank you for your interest in working as the Market Manager for the Clatskanie Farmers Market 2020 Season!