

CORTEZ FARMERS MARKET MARKET MANAGER JOB DESCRIPTION 2021

GOAL: The Market Manager position is to assure the efficient operation of the weekly Cortez Farmers' Market so vendors can concentrate on operating their booths, and Market visitors will have an enjoyable experience. The Market Manager will be responsible for managing and coordinating activities at the Cortez Farmers' Market on Saturday mornings from 6 a.m. to noon, from June through October. The Standing Committee oversees the manager position. The manager will keep the Standing Committee advised on market conditions and feedback from customers as well as problems as they arise. Any major decisions will be made by the Standing Committee. The duties include the following:

- Work with Standing Committee to assign vendor spaces. and layout vendor spaces and prepare market area.
- Sell empty spaces to day vendors.
- Monitor vendors for compliance with market regulations and resolve issues.
- Coordinate and supervise the volunteers of the Friends of the Cortez Farmers Market.
- Administer the Information Booth, the EBT-SNAP/debit machine and sell Farmers' Market merchandise (use of a smart phone for a square debit card reader will be necessary).
- Process vendor payment receipts and wage requests for musicians and managers, through our fiscal agent, The Pinon Project, and other banking as required.
- Maintain accurate financial records of all SNAP/Double Up/Market Bucks transactions and payments to vendors, as well as sales and Reward Card redemption.
- Communicate with and maintain Nourish Colorado's SNAP/DUFB's records.
- Work with Treasurer to ensure accounting and merchandise transactions.
- Work with Extension Office to arrange placement of port-a-potty at the Market location.
- Schedule the advertising placements in coordination with CREA (Cortez Retail Enhancement Association), which at present funds our advertising.
- Prepare Public Service Announcements for radio and newspaper of special events.
- Use social media for promotion of the farmers market and maintain administrative tasks for the CFM's facebook page.
- Before each Saturday Market set out signs, traffic cones, set up friends booth, set out community booth canopy, unlock port-a-potty, and all other set up tasks as needed.
- Maintain communication with the Standing Committee, The Pinon Project, the Montezuma County Extension Office and other partners as necessary.
- Store and transport all Market equipment and materials and signage.
- Greet musicians and orient to market rules and setup, plus distribute wages.
- Schedule not-for-profit organizations for the Community Booth.
- Maintain relationships and prepare grant applications and reports to the City of Cortez, CREA, Ballantine Family Fund and others as appropriate
- Work with Montezuma County Extension office to coordinate, schedule, and organize Annual Vendor Meeting in the spring.
- Distribute Farmers Market posters for display at as many local businesses as possible at the beginning of each season.
- Other duties as identified.

Job requirements: ability to lift at least 40 pounds and walk market area required to set up weekly market, use of a home computer and smart phone. *Please mail applications (cover letter and resume) to Gregory Felson, CSU Extension Office, 103 North Chestnut Street Cortez, CO 81321 or gregory.felsen@colostate.edu*