

## **CORTEZ FARMERS' MARKET**

### **JOB DESCRIPTION - ASSISTANT MARKET MANAGER**

**PURPOSE:** The part-time seasonal Assistant Market Manager works with and reports to the Market Manager to ensure the efficient operation and welcoming atmosphere of the Cortez Farmers' Market open 7:30 to 11:30 from the first Saturday after Memorial Day through the end of October. Duties include but are not limited to:

#### **MARKET SET-UP AND MANAGEMENT**

- Set up and administer Market Information Booth, the EBT-SNAP/debit machine and sell Farmers' Market merchandise. Manage DoubleUp and Market Bucks and other market promotion activities
- Set out signs, traffic cones, community booth canopy, and all other set-up tasks as needed. Store and transport market equipment and materials and signage
- Coordinate day vendors and assign empty spaces. Greet musicians and orient to market rules and setup, distribute wages
- Recruit, coordinate and supervise Friends (volunteers) of the Cortez Farmers Market
- Monitor vendors and customers for compliance with market regulations and resolve issues
- Work with Extension Office to arrange placement of port-a-potty at the Market location.
- Schedule not-for-profit organizations for the Community Booth

#### **MARKET OPERATIONS, FINANCIAL MANAGEMENT, FUNDRAISING**

- Work with Standing Committee to assign vendor spaces, layout and prepare market area, prepare materials for the Annual Member Meeting
- Communicate and receive necessary information with and from vendors
- Work with Treasurer to maintain accurate financial records of all SNAP/Double Up/Market Bucks transactions, as well as merchandise sales and Reward Card redemption.
- Process all accounts payable and receivable, through fiscal agent, The Pinon Project, and other banking as required.
- Communicate with and maintain LiveWell Colorado's SNAP/DUFB's records.
- Maintain communications with the Standing Committee, The Pinon Project and the Montezuma County Extension Office.
- Research and prepare grant applications for market needs. Maintain relationships and prepare grant applications to the City of Cortez and CREA.

#### **MARKETING AND PROMOTION**

- Schedule the advertising placements in coordination with Cortez Retail Enhancement Association (CREA)
- Manage social media advertising
- Prepare Public Service Announcements for radio and newspaper of special events.
- Arrange and conduct Saturday morning radio market report
- Distribute Market posters for display throughout community
- Develop new outreach methods to attract vendors and customers

The ideal candidate will have and/or be:

- experience with, a passion for, and a commitment to agriculture, local food and community
- experience managing community events
- the ability, energy and enthusiasm to innovate and grow our local market while maintaining its primary purpose as a farmers' market.
- the ability to problem solve and resolve vendor and customer disputes
- excellent customer service/people skills
- experience managing social media and survey platforms (Facebook, Instagram, Survey Monkey etc)
- self motivation, attention to detail, follow through, and an ability to work without direct supervision
- the ability to lift at least 40 pounds and walk market area weekly
- necessary computer skills for communication, marketing and accounting needs
- experience with grant-writing and engaging community support
- volunteer recruitment and management experience

This is a salaried part-time position to begin in mid-May and include the entire Cortez Farmers' Market season of June 1, 2019 - October 26, 2019. Compensation is \$1887.50 for approximately 160 hours throughout the season. To apply please email a cover letter and resume to Market Manager at [cortezfarmmkt@gmail.com](mailto:cortezfarmmkt@gmail.com) **Application Deadline: February 21st at 5PM.**