



Vancouver Farmers Market

Market Manager

Status: Full-Time, Non-Exempt, 40 hours per week

Compensation: \$43,000 - \$48,000, DOE

Benefits: Employer paid Medical/Dental/Vision coverage, paid vacation and sick time

Schedule: Varies with season, typically: Jan-Feb (Tues-Sat), March-Oct (Wed-Sun), Nov-Dec (Tues-Sat)

Reports To: Director of Operations

About Us:

The Vancouver Farmers Market (VFM) is a large vibrant market of over 250 small businesses located in Vancouver, Washington. Our flagship market currently takes place downtown on Saturdays and Sundays, March through October with additional markets operating in the summer and fall seasons at other locations. In 2024, the VFM will be transitioning to year-round market operations. Since 1990, the market has been a hallmark of Vancouver and is well known and respected in the community. The VFM welcomes over 400,000 shoppers a year and serves a vital role in small business development, food access, and community health.

About the Opportunity:

Market Managers are the face of the VFM both to our customers and the many businesses we support. This is a highly visible position and a great opportunity for those who are passionate about farmers markets, inclusive public spaces, and participating in the development of a vibrant and healthy community. Market Managers are responsible for preparing for the market each week, overseeing market setup and tear down, and ensuring that each market day runs smoothly.

We are looking for a dynamic Market Manager to join our team who is as passionate about Vancouver as we are and has a desire to contribute to the success and growth of our local community of farmers, food producers, and artists. Successful Market Managers are enthusiastic, outgoing, and love to interact with a wide variety of people. They have extensive experience in problem solving, are well-organized and flexible, and can think on their feet in a fast-paced environment. Our staff brings a broad range of experiences to their roles in the VFM. Event management, hospitality, project management, production and many other related skills are great fits. Ultimately, a strong work ethic and the ability to contribute to and participate in a collaborative and passionate team will set you up for success.

Duties and Responsibilities:

Market Preparation/Administrative:

- Coordinate with other members of operations team to create and implement weekly plans for market operations such as the market map, special programs, volunteer/seasonal staff scheduling.
- Work with City of Vancouver Special Events Staff and other partners to manage the impact of events and activities around the market.
- Manage a high volume of email and stay organized and up to date on vendor and market needs and schedules.

Market Operations:

- Oversee market set up, ensuring that vendors and community partners are in proper locations, all signage is in place, and the market is ready to open on-time.
- Organize market equipment, including inventory and report or complete needed maintenance or purchases.
- Management of market site, including street closures, signage, safety, cleanliness, onsite seasonal staff and volunteers, and ensuring a positive vendor and customer experience.
- Address needs and issues that arise from vendors and customers over the market day in a fast-moving environment.

Customer Service

- Maintain and build relationships with vendors while enforcing market rules and regulations.
- Address conflicts and concerns with vendors or customers in a thoughtful and positive manner.
- Provide a high level of customer service to vendors and shoppers.

Those successful in this role are naturally:

- Driven to do work with a positive impact.
- Creative problem solvers.
- Adaptable and flexible in fast moving environments.
- Comfortable multi-tasking and working across disciplines.
- Comfortable engaging with people from diverse backgrounds and experiences.
- Proactive and self-motivated.
- Drawn to collaborative work environments.
- Anticipatory thinkers who understand how decisions and actions impact the bigger picture of the market.

Skills that are needed in this role:

- Ability to work independently while maintaining clear lines of communication with others.
- Able to work in an outdoor setting in all weather conditions.
- Ability to remain composed while resolving conflicts and mediating disputes.
- Able to perform physical work as needed, including long periods of standing or walking and repetitively lifting objects up to 40lbs.
- Proficiency with standard office software (Office 365, Google Suite) and able to learn industry software.
- Ability to work weekends when the market is operating.

Knowledge that can be helpful in this role:

- Previous agriculture or food industry experience
- Event management or production experience
- Ability to communicate in a language other than English

About our work culture:

We are passionate about the fact that we work in a place that has impact, and we love working together to make our community better. We're a small organization and we love to have fun! What does this look like? Think mid-day coffee shop trips, walking meetings, happy hours and aftermarket drinks, excessive consumption of baked goods, and lots of corny jokes. Our office is also dog friendly and in a historic building, which is haunted. Allegedly. We'll let you be the judge.

To Apply:

Send cover letter and resume to jobs@vancouverfarmersmarket.com and put Market Manager and your last name in the subject line. Position open until filled.

The Vancouver Farmers Market is an equal opportunity employer. We welcome all qualified individuals in accordance with the law without regard to their race, color, creed, religion, age, gender, sexual orientation, marital status, military status, political opinion, sex, national origin, familial status, mental and physical disability, gender identity, source of income, disability or any other status protected by federal, state, or local law in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination. We will provide reasonable accommodation unless it creates an undue hardship on the operation of our organization. Any applicant needing reasonable accommodation should notify us as soon as possible.