

# Jefferson County Farmers Market Manager Job Description and Request for Applications

## Overview:

Jefferson County Farmers Market (JCFM) is a non-profit organization operated by a volunteer Board of Directors made up of vendors and community members. The mission of JCFM is to create marketplaces to directly connect farmers and artisan food and craft vendors with a diverse customer base; foster community well-being through education and food access; and promote a strong local economy. JCFM's vision is a community marketplace where local farmers, artisans, and small businesses thrive.

The JCFM Market Manager is responsible for the successful operation of JCFM's four farmers markets: Port Townsend Saturday Market, Port Townsend Wednesday Market, Chimacum Sunday Market, and the online market. The Market Manager is the organization's primary staff person and represents the organization to its members and to the public. The ideal candidate is passionate about the community and local agriculture and sensitive to the unique businesses that make up the market.

This position is year-round with reduced hours during off-season months.

## General Requirements

- Previous management experience, including staff oversight
- Demonstrated ability to delegate responsibilities and empower staff, volunteers, and vendors in a way that promotes teamwork and a positive work environment
- High school diploma or equivalent; additional applicable education a plus
- Valid WA state motor vehicle license (*proof of auto insurance coverage required*)
- Competency with Word, Excel, email, and QuickBooks
- Excellent written and oral communication skills
- Excellent organizational skills
- Ability to work in an outdoor environment including during adverse weather conditions; ability to work irregular hours
- Availability for cell phone and email contact with JCFM staff, volunteers, Board members, and vendors during the work week
- Ability to hold market business in strictest confidence, including overall sales and individual vendor sales information

## Duties - Administration

- Follow all JCFM policies and procedures
- Obtain and keep current all necessary licenses, permits, and memberships; keep up with all relevant state, county, and local regulations; confirm necessary permits and insurance coverage for vendors as well as for JCFM
- Develop and maintain good working relationships and communicate effectively with the Board of Directors, market staff, vendors, customers, and community members, groups and organizations
- Work with the Board to update, prepare, and communicate vendor applications, vendor guidelines, and market policies
- Attend JCFM board meetings and committee meetings as required; participate in board meetings by preparing and presenting a Market Manager's Report
- Work with the Board to organize the annual meeting; attend the annual meeting

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- Assist vendors, community representatives, and consumers by providing market-related information, conflict resolution, and general aid as appropriate
- Maintain and promote new Friends of the Market memberships; maintain and grow market shopper email lists
- Assist the Board Secretary by keeping accurate JCFM membership data and contact preferences and maintaining other JCFM records and data as appropriate
- With Board input, recruit/manage all staff, contractors, and volunteers
- Coordinate training of staff and volunteers as needed
- Oversee sales and fee collection, maintain accurate records, track market income and expenses
- Work with the Board Treasurer to prepare the annual operating budget
- Manage EBT/credit card/tokens programs and procedures
- Maintain all grant activities, reports, communications, etc.
- Maintain an Operations Manual
- Maintain the JCFM office, including supplies and needed equipment
- Perform other duties necessary to support JCFM

### **Duties - Site Management**

- Prepare market site maps and communicate vendor layout and market schedules to the vendors of each market
- Manage and assist with onsite setup and breakdown of markets
- Ensure safety and cleanliness of market sites before, during, and at the conclusion of each market
- Place directional signs promoting the market around the community at key locations prior to opening on each market day; remove the signs after the close of market
- Manage and assist with JCFM booth during markets, including coordinating with JCFM staff and volunteers to assure coverage
- Manage all staff, contractors, and volunteers
- Assertively & respectfully enforce rules as needed
- Monitor and assist customers at market, respond to any problems with diplomacy, and report problems or unusual occurrences to Board of Directors in a timely manner
- Oversee market events, such as chef demos, festivals, etc.
- Schedule music or oversee music scheduling for all markets (when applicable)
- Conduct periodic customer counts on market days to assess market patronage
- Maintain JCFM equipment, signs, and supplies

### **Duties - Promotion/Outreach/Fundraising**

- Work with the Board, staff, and volunteers to plan and carry out JCFM promotions, public relations, fundraising events, etc. designed with the goal of increasing customer base and individual vendors' sales and/or raise funds for markets and the JCFM organization
- Work with JCFM board on fundraising and charitable giving for JCFM programs
- Seek and manage JCFM sponsors
- Manage design and branding of JCFM markets and the organization, including maintaining JCFM website
- Manage weekly social media presence on Facebook and Instagram

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- Create and carry out JCFM advertising plans, including distribution of market posters, flyers, postcards, etc and submit public relations materials to appropriate media organizations
- Procure and manage stock and sale of JCFM merchandise
- Promote the Farmers Market and provide education about the importance of locally produced food including the following activities: (1) write and publish press releases throughout the season; (2) write and publish articles and vendor profiles throughout the season; (3) plan and carry out special events at the markets; and (4) partner with other organizations to promote agricultural and educational activities
- Promote and provide education about SNAP, WIC, Senior, and other benefits programs available at markets
- Attend City LTAC marketing meetings as JCFM representative
- Represent JCFM to other community organizations

This position is salaried/exempt. Starting salary is \$36,000-\$40,000 depending on experience and qualifications.

**To apply**, please send cover letter, resume, and any other applicable documents to the JCFM Board of Directors. Documents should be combined into one PDF file and emailed to the JCFM Board of Directors at [board@jcfmarkets.org](mailto:board@jcfmarkets.org).

This position will remain open until filled. Review of applications will begin September 12, 2020.

## PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Bloodborne Pathogens Standards. These can reasonable be anticipated in the normal and customary performance of the essential functions of this position.

**NA:** Not applicable, not required of this position.

**NE:** Requirement is present but is not essential to the position.

**O:** Occasional, up to 33 percent of the time and essential to the position.

**F:** Frequent, 34-66 percent of the time.

**C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking				X	
Standing				X	
Running	X				
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level			X		
Climbing (e.g. ladders)		X			
Driving cars, light duty trucks			X		
Driving heavy duty vehicles			X		
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping			X		
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 25-50 pounds			X		
Lifting/carrying more than 50 pounds	X				
Pushing/pulling			X		
Using foot controls	X				
Work in/exposure to inclement weather				X	
Work in/exposure to cold water	X				
Exposure to dust, chemicals, or fumes (including vehicle exhaust)			X		
Exposure to fumes and/or smoke from food prep/cooking			X		
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				

	NA	NE	O	F	C
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs, or contagious diseases			X		
Exposure to trash/refuse/garbage			X		
Exposure to blood, body fluid, or potential contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g. ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (e.g. typed print)			X		
Distinguishing colors	X				
Hearing conversations or sounds				X	
Hearing via radio or telephone			X		
Communicating through speech			X		
Communicating by writing/reading			X		
Distinguishing odors by smell	X				
Distinguishing tastes	X				
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Restraining/grappling with people	X				