

Position Description

Market Manager

Mercer Island Farmers Market (MIFM)

Contract Position – 12 months per year, part-time

(average 30 hours per week including Market Sundays)

Salary: \$25/hour/based on an annual average of up to 30 hours per week

Effective: 1-1-17

The Mercer Island Farmers Market (MIFM) is now hiring a part-time contract Market Manager (MM) for the 2017 season and beyond. This position is intended to be a replacement for the incumbent manager who intends to retire by mid-2017, and will work to transition the role during January – June. The MM reports to the MIFM volunteer Board of Directors.

About Mercer Island Farmers Market (MIFM)

The Market, located in Mercerdale Park in downtown Mercer Island, currently operates each Sunday from June through October with a Harvest Market on the Sunday before Thanksgiving. There are currently two Sundays off during the Market Season (second Sunday in July and first Sunday in August).

The MIFM is staffed by one part-time contract Market Manager (MM) who works an average of 30 hours per week during the calendar year with heavier workloads anticipated during the Market season. The MM is expected to be onsite by 7:30 am every Market Sunday to oversee setup activity and remain onsite through 5 pm or as needed to supervise market breakdown and attend Board and committee meetings as needed.

Reporting to the MM is a part-time contractor Market Assistant and a part-time contractor Market Intern, both to be hired for the 2017 season.

Required Skills and Experience:

- At least 3 years prior work experience serving as market manager or assistant farmers' market manager, ideally in the King County region; will consider other relevant experience in retail grocery, food and/or restaurant industry
- Success managing an organization – people, plans, processes
- Excellent oral and written communication skills
- Poise, patience and perspective in managing a diverse vendor and volunteer community
- Planning and budgeting
- Social media savvy – Facebook, Pinterest, Instagram
- College degree preferred – will consider equivalent work experience

You are a:

- Mature self-starter
- Team builder and player
- Collaborator and problem solver
- Creative and innovative thinker

To Apply:

Send resume and cover letter to info@mifarmersmarket.org by December 15, 2016.

Learn more about us at <http://mifarmersmarket.org/>