

FEBRUARY 2, 2019

Port Orchard Farmers Market is seeking a seasonal, part-time market manager, up to 20 hours / week during the market season (March 15th – October 30th) and up to 20 hours per month (November - April).

The Port Orchard Farmers Market (POFM) is a WA State nonprofit organization, operated by a volunteer Executive Committee (EC) on behalf of it's members, who are market vendors and community members. The mission of POFM is to operate a community supported farmers market that provides a viable economic outlet for farmers and food producers, and where local artisans and crafters can sell their hand made products.

Founded in 1978, POFM operates a Saturday farmers market on the waterfront in Port Orchard, from 9:00am –3:00pm, the second Saturday of April through the second Saturday of October. On occasion, POFM operates on Sunday, or may operate extended market hours on Saturday in support of other community events (example: Fathoms O' Fun Festival)

Our market currently averages 75 members with 25-40 vendors on a typical Saturday.

The POFM Market Manager ensures the farmers market operates in compliance with the Washington State Farmers Market Association (WSFMA) Roots Guidelines, state law, health codes and organizational rules. The Market Manager also completes office duties related to planning, record keeping and correspondence for the market.

General Requirements:

The POFM Market Manager is responsible for daily operations of the market during the market season. The Market Manager is the organization's primary staff person and is charged with operating the market and representing the organization to its members and to the public, engaging with them in a non-discriminatory manner. As this position is responsible for the broad array of Market operations and activities, strong self-initiative, effective personal time management, and the ability to work with diverse individuals and shifting priorities are essential qualities of a successful Market Manager. The position requires the ability to work independently, as well as with a close team of other staff members and volunteers.

Physical and Other Requirements:

Ability to safely lift and carry 50 pounds. Ability to walk and stand for long periods of time.

Handle exposure to elements. Be able to work outdoors in any weather.

Have a valid drivers license and insurance and access to a reliable vehicle large enough to transport Market

Equipment and canopies from the POFM storage unit to the market site each Saturday, and back again at the end of the market day.

Be available for cell phone and email contact with staff and vendors during the work week and to be on site during the Market Day.

Skills and abilities:

Familiarity with Microsoft Office programs Excel and Word, ability to learn use of other software

Familiarity with QuickBooks online (desired but not required)

Familiarity with Google Docs and Drive (desired but not required)

Accuracy in performing math and clerical tasks basic filing.

Website Management (desired but not required)

Graphics familiarity (desired but not required) for social media / web site postings

VITAL DUTIES of MANAGER:

1. Manage the Market on Saturdays, including pre and post work (see DUTIES FOR MARKET DAY)
2. Managing member / vendor / community group application process: including fielding phone calls, determining eligibility, processing apps & fees, verifying required health department and other permits and licenses and keeping accurate written and digital records of it all.
3. Maintaining Membership records – contact info.
4. Attend Annual, EC and Member meetings (fourth Thursday of the month 6-8pm)

Detailed job description will be sent to interested applicants.

Email cover letter, resume and references to Laura at secretary@pofarmersmarket.org.