

Hillsdale Farmers Market Job Description/Announcement

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| Title: | Assistant Manager | FLSA: | Non-exempt, Part-time |
| Approved: | Market Board of Directors | Date: | September 2018 |

Job Summary

This position serves as assistant to the Market Manager. May act as designee for the Market Manager as needed. Duties include management of market booth, recruitment and coordination of volunteers, projects and other duties as assigned to support the market manager and ensure successful operation of the market.

Responsibilities

1. Manage Information Booth

- Manage token sales and merchandise sales/record-keeping
- Manage volunteers to complete market set-up, customer counts, market take down and other tasks as needed
- Provide information and assistance to market customers, assist market manager as needed.

2. Weekly Volunteer Coordination

- Compile weekly schedule of volunteers to assist with market operations
- Address questions and concerns of volunteers
- Recruit new volunteers
- Track volunteer contact information and keep log of hours

3. Monthly Board Meeting and Preparation

- Submit a monthly volunteer report
- Following board meetings compile and distribute Volunteer Bulletin to volunteer base

4. Other core duties may include:

- Assist market manager in coordinating market events
- Work with the Market Manager to create marketing materials (flyers, etc.) and create weekly Social Media content, including newsletter articles, Facebook, Twitter, and Instagram posts that support the market mission, its customers, and its vendors.

5. Miscellaneous and Special Projects

- Annual conferences such as OFMA Annual Meeting, OSU Extension Small Farms Conference.
- Annual Board retreat
- Vendor-volunteer appreciation dinner, and other volunteer gatherings, potlucks, and meetings
- Truck cleaning day
- Other projects as needed

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities and duties required of staff.

Qualifications

Demonstrated experience/interest in the field of farmers markets, buying local, and the healthy food movement

Excellent organizational skills, leadership and management skills, and ability to work well with a diverse group of people

Accuracy and detail orientation

Experience with standard platforms, including proficiency with Microsoft Office, QuickBooks, Mailchimp, Squarespace, and social platforms (Facebook, Instagram, Twitter)

Strong communication skills, both verbal and written

Preferred: Direct experience in volunteer coordination and work in a farmers' market setting

Essential Functions/Physical Requirements

The duties above indicate the essential functions of the position. Operational flexibility is required to meet sudden and unpredictable needs.

Physical requirements include the ability to lift 50 pounds, reach, bend, stoop, and withstand possible extremes of temperature.

To apply for this position:

The Hiring Committee will accept applications until the position is filled.

The first round of interviews will begin the week of October 15, 2018 with qualified candidates who turn in applications by this date.

Email application to Joan Wray (preferred):

wrayjdw@comcast.net

Or mail to:

Hillsdale Farmers' Market 1509 SW Sunset Blvd, Suite 2E Portland, OR 97239

In lieu of a cover letter, please submit answers to the following questions, along with a current resume and two references:

1. What interests you about the Assistant Market Manager position at Hillsdale Farmers' Market?
2. What short-term and long-term roles do you think farmers market plays within a community?
3. Please thoroughly read the HFM Assistant Market Manager job description and explain how your professional experience makes you a good fit for the skill set and demanding nature of this position.
4. Describe your leadership/communication style.