

Market Manager position

Oregon City Year-Round Farmers Market

Commencing with full-time training March 1 and assuming the position beginning approximately May 1, 2020

Compensation

Flexible full time equivalent, salaried position \$41,600 annually

Mileage reimbursement per IRS rules

No benefits

The Oregon City Farmers Market is a 501(c)3 non-profit, founded in 2005 by a collaboration between Clackamas County, OSU Clackamas County Extension, Clackamas Soil and Water Conservation District and community members who wanted a source for locally grown food and a community gathering place. The market runs year-round on Saturdays, weekly from May through October (26 market days) and every other week November through April (13 market days). The Market Manager is the face of the market, working with the Board of Directors to plan and oversee all market operations. The Manager's job spans a wide range of duties and requires a person capable of providing confident, strong leadership that is consistent with the market's values. As a prominent member of the Oregon City business community, the Manager must also strive to maintain positive, collaborative relationships with other organizations, businesses and residents of the City.

DUTIES INCLUDE:

Vendor Management – Coordinate weekly market roster, stall assignments, vendor fee collection, & load-in / load-out logistics. Monitor vendors at the market for compliance with market rules and food safety regulations; enforce market rules and/or fines when necessary. Update annual vendor handbook and application, process applications, and collect all fees and make bank deposits weekly. Responsible for vendor recruitment. Curate product and vendor mix to fit the market's mission and serve the customer base appropriately by maintaining an active knowledge of the region's farmers and food makers, connections with other area market managers, and by thorough evaluation of potential new vendors. Conduct on-farm site visits to potential new farmers, before approving them and possibly after too as is deemed necessary.

Market Promotion – Perform weekly market promotions including, writing the market's blog, social media posts (Facebook, Instagram), Next Door and any other appropriate channels.

Develop and implement advertising opportunities, including but not limited to quarterly articles in the City's Trail News as well as print or online ads. Submit seasonal banner applications to City and take banners to be hung to Public Works Dept. Meet with designer and design seasonal bookmarks, poster, flyers. Print and distribute at Market, library, stores, schools etc.

Market Programming/Funding – Plan and coordinate the Market Kitchen demos staffed by chefs and vendors, POP Kids Activities--each market day during summer, including Jam-Making and Cider-Pressing with OSU Extension, market product tastings (Tomato and Apple) and events (Seed Swap, Pollinator Fair, Sauerkraut-making etc.) Maintain and build relationships with farmers, vendors, health inspectors, OSU Extension, Clackamas County, City of Oregon City, Oregon City Chamber, non-profit groups (Rotary, Optimists, Kiwanis etc.), neighborhood groups. Identify and reach out to potential funders for sponsorship support, while maintaining relationships with existing sponsors and funders.

Financial Tasks – Complete market report after each market day, including stall fees collected, merchandise sold, and credit card sales plus Double Up Food Bucks coupons and POP Club tokens issued, market kitchen supplies and expenses. Prepare annual budget together with Board President and bookkeeper. Reimburse vendors for returned tokens by writing weekly checks. Deposit all incoming revenue, grants and donations. Track all tokens distributed and returned. Pick up mail at the PO Box at least once a week. Provide bills, market report, VISA and other receipts to the bookkeeper weekly.

General Management – Coordinate the market day from start to finish, including driving the market truck to and from the site, overseeing market volunteers, market site condition and safety; be available to solve disputes, answer questions or address incidents as they arise. Monitor weather before each market day. Make last minute decisions and communicate effectively to both vendors and customers any changes in schedule predicated on weather conditions. Be accessible and manage the market's contact phone and email addresses, fielding customer, vendor, volunteer concerns or questions by phone and email. Create report of manager's work and achievements for monthly Board meeting. Help compile meeting agenda, attend additional Market committee meetings as needed. Upkeep market site liaisons with County staff, Market's insurance, licenses, and other necessary paperwork as needed for both the County and City.

Attend PDX Farmers Market managers meetings (3 or 4 a year.) Attend annual Oregon Farmers Market Association conference and Small Farms Conference in February. Gather market data and oversee customer counts and periodic dot surveys to assess growth of market. Recruit and schedule market volunteers for events, kids activities, Information Booth, and set up and break down crews. Procure market supplies (trash bags, paper towels, table cloths, tables, chairs, canopies, banners, signage as needed), cooking demo supplies (table cloths, paper towels, sample cups, spoons, buckets, water containers, salt, oil etc.), POP Club kids activity supplies (button-making supplies, washable markers, potting soil, paper cups etc.), tastings and event supplies (paper plates, toothpicks, blank cards, pens, signage plus certificate for winner). Set agenda for and coordinate annual Vendor Meeting (inviting speakers, videos, providing snacks etc). Attend to truck maintenance, tire pressure, oil changes, repairs. Fill generator gasoline can and propane tank regularly for use at market. Wash buckets, water containers, wipe over plastic table cloths, wash fabric table clothes weekly or when necessary. Coordinate truck clean out with Board help annually.

Other Duties as Assigned/Needed – The Manager’s responsibilities are not limited to the above and may change with or without notice based upon needs of the market. The duties above indicate the essential functions of the position. Operational flexibility is required to meet sudden and unpredictable needs.

REQUIRED SKILLS and EXPERIENCE:

- Desire and ability to ensure a high-quality farmers market in service to our mission statement, vendors and customers. Demonstrated interest in and knowledge of the regional food system and how a farmers market fits into that system.
- Ability to positively, calmly and consistently handle unexpected issues, disputes, or emergencies as they arise with a can-do attitude.
- Strong oral and written communication skills with vendors, staff, and the Board of Directors. The market manager is the public face of the market.
- Self-starter ability to work independently, keeping track of details and prioritizing a wide diversity of tasks.
- Ability to drive the market truck, lift 40lbs, set up canopies and lift heavy boxes, in conditions which will include rain, wind, hot and freezing temperatures.

PREFERRED SKILLS and EXPERIENCE:

- Relevant work experience in one or more of the following: farmers market management, retail, farming, public health, food service, social work, food systems.
- Familiarity and connections with regional farmers, food producers, and relevant organizations.
- Proficiency with business systems, finance, and budgeting.
- Experience with designing promotional flyers, event posters, and/or advertisements

TO APPLY, please submit your resume and a cover letter answering (but not limited to) the following questions:

- 1) What interests you in the position?
- 2) What short-term and long-term roles do you think a farmers market plays within a community?
- 3) How does your professional experience make you a good fit for the skill set and demanding nature of this position?

The Hiring Committee will accept applications through January 7, 2020. Email your resume and application cover letter to ContactTheBoard@orcityfarmersmarket.com

OCFM is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, mental and disability status, or any other status protected by federal, state or local law.

Our mission statement:

The Oregon City Farmers Market brings together community, farmers, artisans and educators to celebrate, discover and promote healthy, local, sustainable food as an integral part of a resilient and thriving local economy.