



Baker City Farmers' Market

2022 Market Manager Position Description

<i>Job title:</i>	Market Manager
<i>Reports to:</i>	Baker City Farmers' Market Board
<i>Position Type:</i>	On-Contract
<i>Hours:</i>	15 hours/week, May 20 - October 14
<i>Pay:</i>	\$15-17 per hour, DOE. Possibility for end of season bonus
<i>Deadline:</i>	Position is open until filled
<i>How to Apply:</i>	Submit your resume to bakercityfarmersmarketor@gmail.com

Overview

Our Mission

The mission of the Baker City Farmers' Market (BCFM) is to enhance the quality of life in our community by promoting and encouraging the development of high quality local produce and providing an outlet for farmers, artisans and other producers to sell directly to the public. We foster a sense of community and sustain small-scale agriculture.

Who we are

BCFM is a community-based non-profit organization run by a part time, seasonal Market Manager, a volunteer Board, member supporters, and a diverse vendor base of farmers, entrepreneurs, crafters, artisans, producers, and more.

BCFM strives to offer an inclusive marketplace for vendors to nourish and enrich our community. We promote inclusiveness by celebrating a diverse range of social identities through the voices of our vendors, shoppers, employees, and volunteers. In our communities, at our markets, and within our organization, we are committed to addressing inequities as a critical step in sustaining our mission. To that end, we provide and promote access to business opportunities and nutritious food in our community, including to those impacted by injustice, oppression, and poverty. We welcome SNAP/EBT customers and we are proud to participate in the Double Up Food Bucks and Farm Direct Nutrition Programs.

Job Summary



The Baker City Farmers' Market is seeking a Market Manager for the 2022 season. This role provides critical support to Market operations and is a key player in ensuring that the Baker City Farmers' Market is a well-run, welcoming, and successful experience for both shoppers and vendors.

The primary responsibilities of this position are to oversee the day-to-day operation of the Market while in operation.

Who you are

You have a love of community and a strong interest in helping build connections between producers of local goods and consumers. You are service-oriented, possess a keen sense of time management, are comfortable being a resource and point person during time sensitive events, and have strong record keeping skills. You are able to respectfully interact with and support people of diverse identities and backgrounds.

Primary Responsibilities:

- On-site presence during all market hours. (~5 hours / week)
- Supporting vendors with load-in, load-out as needed. Ensure Market location is clean and in good condition at the end of each market day.
- Ensuring Market signage is well-placed and in good condition
- Staffing the Farmers' Market information booth. Distribute educational materials including nutritional facts and recipes
- Operating the Market EBT/SNAP program
- Ensuring all state, county, and market rules and regulations are adhered to
- Working closely with the Board Treasurer to manage market finances and submitting documents for monthly Board reports.
- Document weekly Market activities
- Provide administrative support for vendors, filing vendor agreements, tracking associated fees, and working directly with the Treasurer to account for monies owed.
- Maintain the database of vendor contact information and licenses.
- Enroll market and vendors in the Farm Direct Nutrition Program (FDNP)
- Acting as point of contact for vendor and shopper questions and concerns, including conflict resolution as needed. Communicate market policies, activities, and rules.
- Assisting Farmers' Market Board Members in collecting Market data including attendee counts
- Coordinating with Advertising & Marketing lead to ensure that social channels and other outlets are positively supporting Market attendance and vendor success.



Additional Information:

The Manager will not be a vendor and will be responsible for their own insurance and state/federal income tax responsibilities. Pay will be furnished twice-monthly upon invoicing. The Manager's contract will be administered by the Market Board. The Market Board sets all market policy. The Market Manager is approved to pay for expenditures of up to \$50. Expenditures over \$50 to be approved by the Board President or Treasurer.