



Vancouver Farmers Market

Market Manager Position

About Us

The Vancouver Farmers Market is a large vibrant market of over 200 vendors located in Vancouver, Washington. Our flagship market operates downtown on Saturdays and Sundays March through October with additional markets operating in the summer and fall seasons at other locations.

We are looking for a dynamic market manager to join our team who is as passionate about Vancouver as we are and has a desire to contribute to the success and growth of our local community of farmers, food producers, and artists.

A successful candidate will be an enthusiastic, outgoing and independent worker who loves to interact with a wide variety of people. They will have extensive experience in problem solving, be well-organized and flexible.

DUTIES AND RESPONSIBILITIES

Onsite Management of the Market:

- Set up, tear-down and care for market equipment. Oversee complete market set up each market day ensuring that vendors are in proper stalls, market canopies, sponsors and non-profit booths are properly located, and all signage is installed.
- Organize market equipment, including on-going equipment inventory and report or complete needed maintenance or purchases.
- Drive a pickup truck from our storage unit to the market where equipment is stored.
- Keep an eye out for potential safety hazards to customers or vendors.
- Make sure the market area is clean throughout the day and clean at the end of the day.
- Assist and set up special events on an as needed basis, ensuring adequate staffing and equipment needs.
- Problem solve needs and issues that arise from vendors and customers over the market day.

Back Office

- Daily reporting of vendor attendance, rent and fees.
- Accurately prepare and report beginning and end of day market currency.
- Coordinate with bookkeeper on all accounts.
- Maintain a large amount of data on Excel.
- Schedule vendors and create market maps.
- Manage a high volume of email and stay organized and up to date on vendor and market needs and schedules.

Customer Service

- Maintain and build relationships with vendors.
- Enforce market rules and regulations.
- Solve problems and resolve conflicts with vendors and customers.
- Provide a high level of customer service to vendors and shoppers.

SKILLS AND ATTRIBUTES

- Positively contribute to the market team and culture in all situations.
- Skilled at conflict resolution.
- Ability to recruit, train and supervise staff.
- Ability to work with volunteers and provide a positive environment for volunteering.

- Strong written and oral communications skills.
- Ability to work independently.
- Strong interpersonal skills.
- Friendly and excited about working with large and diverse populations.

PHYSICAL DEMANDS

- Lifting and/or carrying 20-40lb objects repetitively, especially during set up and tear down.
- Frequent standing and walking.
- Frequent bending, twisting and reaching.
- Long periods of working outside in all types of weather.

EDUCATION AND EXPERIENCE

- Driver's license valid in the state of Washington, with a clean record.
- Completion of high school, with a preference for completion of a college degree.
- Legally able to work in United States.
- Ability to work weekends March through December.
- Agriculture or food industry knowledge and experience desired.
- Event management or production experience is a plus.
- Bilingual, English/Spanish would be great!

HOURS AND COMPENSATION

This is a full time, year-round position.

Work weeks are Wednesday - Sunday, March – December and Monday – Friday, January and February.

- Salary: \$40,000/yr
- Paid Vacation and Sick Time
- Medical/Dental/Vision coverage paid by employer
- 401(k) with employer match will be offered in coming months

To Apply:

Send cover letter and resume, to jobs@vancouverfarmersmarket.com and put Market Manager and your last name in the subject line. Position open until filled.

The Vancouver Farmers Market is an equal opportunity employer. We welcome all qualified individuals in accordance with the law without regard to their race, color, creed, religion, age, gender, sexual orientation, marital status, military status, political opinion, sex, national origin, familial status, mental and physical disability, gender identity, source of income, disability or any other status protected by federal, state, or local law in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination. We will provide reasonable accommodation unless it creates an undue hardship on the operation of our organization. Any applicant needing reasonable accommodation should notify us as soon as possible.