**Cooper-Young Community Farmers Market**

Farmers Market Manager

**Overview**

The Cooper-Young Community Farmers Market Manager is responsible for daily operations of the Market year round. The Market Manager will be required to spend at least 5 -10 hours dedicated to administrative tasks and developing relationships in and around the market community leading up to a full day commitment on Saturday for market operations.

The Market Manager is the “go-to” person for vendors and consumers during market hours, and is the CYCFM representative on site. The job requires personal confidence and the ability to communicate with a variety of people. CYCFM relies on the market manager to be its liaison with and between all parties served by the market. The manager’s general responsibilities include: fostering community support for the market, helping to promote the market and keeping accurate weekly records of market activities. A Successful manager will understand both the vendors’ and the consumers’ needs and in conjunction with the CYCFM Board of Directors, design and implement strategies to meet these needs. The manager is required to be on site at market and available to vendors and consumers the majority of the time.

**General Requirements**

The Manager is required to be available for cell phone contact with CYCFM vendors and Board members on market day and for regular e-mail contact throughout the duration of their employment. Managers must be willing and able to work outdoors and to safely lift up to and carry 40 pounds. The position requires the ability to work independently as well as inter-dependently with a team of other members.

**Job Responsibilities**

*General Market Support*

* Manage the operations of the Saturday market from set up at 8 AM to take down at 1 PM during the Spring/Summer Market Season and set up at 9 AM to take down at 1 PM during the Fall/Winter Market Season.
* Setup and tear down of market information booth
* Be the spokesperson to the media, community and other local markets regarding the Farmers Market.
* Plan and manage activities for each market – volunteers, music, food demos, educational events, and community partners.
* Promote use of nutrition purchasing programs such as SNAP/EBT and CYCFM’s “Double Greens” program.
* Assist in assigning vendor booth spaces and creating market map.
* Provide communications with market offerings, promotional and educational information.
* Provide e-mail communications with current vendors and maintain positive relationships with all vendors. Stay current with vendor offerings and maintain communication with vendors
* Ensure that vendors provide adequate notification of attendance and assist with management of the vendor application process.
* Ensure proper processing of nutrition program documents and vendor reimbursements.
* Assist customers and vendors as needed, addressing complaints/issues during market operation.
* Maintain a safe and clean work environment.
* Exercise diplomatic conflict resolution.
* Ensure vendor compliance to all market regulations.
* Enforce the required permits, licenses, and market rules.
* Ensure all portable signage and market furniture is removed and market area is free of trash and litter.
* Answer inquiries regarding the market.
* Maintain Social Media posts and updates to websites.
* Identify and oversee purchase of necessary materials and supplies for market operations.
* Develops and maintains a positive working relationship with our community partner, First Congregational Church.
* Collects all market stall fees, makes accurate accounting of weekly sales and fees, vendor billing and receipting and make timely deposits with the market’s banking institution.
* Serves as a liaison between vendors and board/vendor committee.
* Keeps inventory/sales records and place orders for Coffee sales.
* Supervise employees, interns, and volunteers as directed. Supervise community service workers and submit necessary paperwork

**Market Logistics**

* Arrives at the market 1 – 1.5 hours before opening to coordinate market set up and stays at market until all vendors have left (no more than 1 hour after market closing except on rare occasions)
* Ensures safety and cleanliness of the site before, during and at the conclusion of each market.
* Places signage promoting the market around the community at key locations prior to opening on each market day, and removes those signs at the close of market.
* Maintains and transmits the daily records and reports required by CYCFM on a weekly basis.

**Position Requirements**

The requirements listed below are representative of the knowledge, skill, and/or ability required.

* Ability to work independently
* Excellent interpersonal skills
* Clear and organized work habits, positive attitude, flexible
* Excellent oral and written communication skills
* Able to work with minimal direction
* Enthusiastic advocate of local food and products
* Commitment to local food, nutrition, health and wellness
* Good computer skills, including excel and word
* Ability to collect and analyze data about the market
* Cell phone
* Reliable and Insured Transportation
* Educational requirement: high school degree, some college preferred
* Ability to work Saturdays during the market season

The ideal candidate will have an interest in local agriculture, food community, and /or local economies. S/he must be reliable, friendly, self-motivated, and have access to a vehicle.

This is a part-time position and requires managing market operations for 9.5 hours (depending on market hours). Plus an additional 5.5 hours per week on non-market days.

**COMPENSATION:** $20 per hour

To apply, please send cover letter and resume to:

[michellecycfm@gmail.com](mailto:michelle@cycfm.org)

OR

Michelle Smith, CYCFM Board Member

1000 S. Cooper Street, Memphis, TN 38104

ATTN: Market Manager Hiring

**E-mail preferred**