

The market is seeking one highly motivated individual with a passion for local food systems and community development to fill the Market Manager position. This is a full time, year-round position, and pay is salaried and based off of 40 hours a week at \$16/hour. Interested applicants can send a cover letter, resume and list of three references to Market Manager LaShauna Austria at lashaunacfm@gmail.com. Applications will be accepted until Tuesday, December 12, 2017. Regular weekend work required along with some nights for meetings and afternoon markets. Flexible weekday hours. For more information about the market visit www.carrborofarmersmarket.com.

Market Manager Responsibilities:

- **Onsite Operations of Market** – The Manager is responsible for communicating with vendors in preparation for market days and setting up and breaking down Market welcome booth and signage around Market. The Manager will provide customer service to shoppers and handle emergencies and conflicts that may arise.
- **Communication with Market Members** – The Manager is responsible for keeping the market vendors informed of market happenings, logistics, and other important information. The manager works with the board of directors to answer vendor’s questions and concerns and to enforce market rules and bylaws.
- **Outreach and Partnerships** –The Market Manager serves as a liaison between the Market and many local organizations, businesses, the Town of Carrboro and several local nonprofits. The Manager is expected to actively foster these relationships. The manager should also be proactive about staying informed and involved with happenings in Carrboro and the local food system as well as national trends.
- **Project Management** – The Market Manager is responsible for working with the board of directors and membership to prioritize and execute projects that further the Market’s mission and goals. Projects include fundraising initiatives, special events, marketing campaigns, food outreach programming, and data collection. The Manager must be willing to work on projects independently.
 - **Special Events Planning** – Market special events are designed to promote market vendors, educate customers, create a sense of community and bring in new customers. The Market Manager is responsible for overseeing all event logistics including securing supplies and volunteers, setup, crowd control, and marketing of the events.
 - **Marketing and Advertising** – The Market has a strong following on several social media sites and an enewsletter. The Market Manager is responsible for managing these sites and posting information and photos about the market, as well as writing weekly newsletters using the enewsletter service Constant Contact. The Manager also oversees the Market’s website and is responsible for keeping it up to date.
 - **Volunteer Coordination** – The Market relies on a strong network of volunteers to execute special events and staff the market information booth. The Market manager is responsible for recruiting volunteers and interns to support the Market’s projects and events.

- **Grants and Fundraising Initiatives** – The Market Manager is responsible for seeking out funding for specific projects as time allows, as well as fostering relationships with current Market supporters and sponsors.
- **Budgeting and Bookkeeping** – The Market Manger is responsible for working with the board to create and manage the annual budget, which exceeds \$100,000. The Market Manager must closely monitor revenues and expenses throughout the year and present financials monthly to the board. The Manager will be responsible for paying bills, generating monthly statements for vendors, depositing cash and checks, and recording all transactions in Quickbooks. The Market Manager will work with a local CPA to manage payroll and taxes.
- **Supervision of Assistant Manager and Interns** – The Manager is fully responsible for training and overseeing the work of the assistant manager and market interns. The assistant manager’s main responsibilities include assisting with special events and marketing and management of the SNAP/EBT program. The Market Manager will also be responsible for recruiting, training and developing projects for volunteer interns.
- **Market Recordkeeping** – The Market Manager handles all of the Market’s extensive amount of records and files. Excellent organizational skills are a MUST.

Skills and Experience Required:

- 2+ years of experience working in the local food system. Candidates must be able to demonstrate a passion for local food, farming and a basic understanding of local food economies as well as a passion for food outreach and health and nutrition.
- Diplomacy, excellent communication skills, and a positive and energetic attitude are a must! It is incredibly important that the candidate has the ability to form positive professional relationships with a very wide range of people including vendors, customers, and stakeholders.
- The candidate MUST have excellent attention to detail and organizational skills. Event planning experience and a demonstrated ability to manage complex logistics are preferred.
- Proven ability to work independently and manage multiple projects and timelines.
- 1+ years of experience cooking with local produce in a professional or personal setting. Some past farming or gardening experience preferred.
- General knowledge of produce seasonality in the Piedmont.
- Some physical work is required. The candidate must have the ability to lift 20lbs, spend 7+ hours on their feet, and work in extreme temperatures and weather conditions on occasion.
- Proficient with Microsoft Office, Excel, Word, Google Docs, Publisher.
- Past experience with marketing and advertising is preferred.
- Proficiency with Squarespace website management services and Quickbooks preferred.
- Fluency or some level of proficiency speaking Spanish is preferred.