Building community through fresh vegetables is at the heart of the Sisters-based non-profit, Seed to Table Oregon (S2T). Founded in 2013, the mission of the organization is to increase the health and wellness of the Central Oregon community by providing equitable access to farm-fresh produce and providing opportunities in farm-based education. Seed to Table envisions a community where people of all races, ages, sexual orientations, genders, abilities, geographies, and socioeconomic statuses have access to fresh produce and farm-based education. We are an equal opportunity employer.

Our operation is dynamic, our team is small, and we all have diverse daily tasks to carry out our programming. Our three main program areas are K-12 Education, Feeding Families, and management of the Sisters Farmers Market (SFM). Our board and staff are dedicated to growing and providing fresh veggies that are nourishing, locally grown, and reflect the preferences of those we serve. Our team is excited to bring in a new team member as the Program Manager of the Sisters Farmers Market.

**Job Description:**
The position will dedicate an average 30 hours weekly from March-October as the Sisters Farmers Market Program Manager (PM). The PM will be responsible for all aspects of coordinating the Sisters Farmers Market program, ensuring that the event supports and builds upon the vision and mission of S2T. Working in partnership with the S2T Executive Director and SFM Committee, the PM will work directly with vendors, sponsors, nonprofits and entertainers to inspire a positive, community-centered market experience for attendees and vendors. The PM is expected to run the market within the budget and is responsible for on-site management during market season, as well as a number of pre-season and post-season tasks. There is the opportunity for full time work with Seed to Table if able to work within other program areas such as education or Feeding Families.

**Compensation:**
- $22-$27/hr DOE
- Monthly Self Care Bonus
- SIMPLE Individual Retirement Account
- Accumulated PTO + Sick Time
- A large CSA share from Seed to Table ($1,200 value)
- Professional development opportunities
Hours:
- Average of 30 hr/wk from March-October
  - Manager must be on-site at Fir Street Park every Sunday, June-October from 9-3.
- 25-40 hrs/month in off-season months (November-February)—flexible, project driven, dependent upon budget and ED approval.
- S2T has multiple programs in which we can work with you, depending on your skills and interest, to provide additional weekly hours outside of SFM program manager duties.

PM can work from home or at the S2T office, located in downtown Sisters. Position onboarding begins as soon as the position is filled, no later than March 1, 2023.

Responsibilities:
The duties of the PM are varied. The schedule is flexible, besides the Sundays of the market from June-October and weekly team meetings. This is a self driven and community oriented position. The position is highly dependent on 1) excellent communication (written/verbal), 2) competency/efficiency in computer skills, and 3) being highly organized and detail oriented. You must have proficiency in or equal experience in management and productivity software. Software we use on a regular basis includes: Google Drive, Mailchimp, Canva, Squarespace, Square, and more.

Communication and Networking Tasks
- Actively recruit vendors, and volunteers, assess vendor variety, and support new and returning vendors.
- Develop positive and supportive relationships with vendors, volunteers and participants.
- Maintain communications with city/county officials, health dept. and others as needed.
- Ensure SFM operations and communications uphold and further S2T’s commitment to equity.

Fund Development and Financial Tracking
- Uphold budget (<$60,000) and create Fund Development Plan.
- Weekly financial tasks including invoicing vendors, pursuing payment, tracking expenses.
- Fundraising needs of $20,000 annually

Marketing and Promotion Duties
- Starting in pre-season, utilize the marketing calendar to increase market participation by 10% in 2023 and develop goals for future years.
- Follow SFM Media plan, brand and outreach guidelines to design media content, including weekly newsletters, social media posts, local newspaper editorials, and more.
- Manage SFM social media accounts (Facebook/Instagram).

Additional
- Collect quantitative and qualitative info to assess participants opinions and satisfaction.
- Seek out and participate in professional development opportunities centered around farmers markets, increasing equity, inclusivity and community-based marketing strategies.
Preferred Skills and Qualifications:
The Program Manager needs to have a variety of interpersonal, organizational and technological skills to work effectively with the S2T team, vendors, customers, and community partners. The following skills and interests or willingness towards developing these skills are required:

Education and Experience
- Experience and skills in business, marketing and communication, demonstrated by combined education and work experience.
- A minimum of 2 years experience in program, event or administrative management.
- A minimum of 2 years experience in a position that utilizes high amounts of communication and organization via computer applications.
- Basic budget management experience.

Skills and Ability
- Excellent and proven ability to create a self-directed and efficient work flow.
- Excellent and practiced communication skills, written and verbal, for being able to identify and handle conflicts in a manner that upholds SFM policies, mission and commitment to equity.
- Ability and experience in fostering, building and strengthening relationships with individuals of differing backgrounds including people of all races, religions, ages, sexual orientations, genders, abilities, geographies, and socioeconomic statuses.
- Ability to efficiently and professionally write weekly newsletters in Mailchimp—highlighting vendors, partners, sponsors and reflecting SFM Brand.
- Ability to efficiently and professionally design advertising materials in Canva that reflect the SFM brand.
- Ability to complete a variety of physical tasks including sitting, bending, and lifting 30lbs.
- Proven ability to manage multiple projects and deadlines.
- Able to assertively and respectfully enforce rules and collect payments as needed.
- Proficiency with Google Drive, Canva, Mailchimp, Squarespace, Canva and other programs.
- Highly organized and detail oriented.

Additional
- Commitment to S2T’s mission and vision of connecting food, wellness, and education.
- Inspired to be involved with the Sisters community.
- A love for farmers markets, local food systems, the products and experiences they offer.
- Desire and dedication to explore complex systems of inequity and oppression, both intentional and unintentional, and their impact on individuals and communities in the context of food systems.

Please send a cover letter and resume to audrey@seedtotablesisters.org subject line “Farmers Market Manager Position: [Your Name]”