

Pine Grove Mills Farmers Market Manager

Job Description The Pine Grove Mills Farmers Market is a community market, supported by St Paul Lutheran Church, community members, organizations and businesses, a working steering committee, and the Ferguson Township strategic plan. The market provides access to locally grown fruits, vegetables, and other farm and locally-made products, while creating a sense of community within Pine Grove Mills and helping to vitalize the village. The market is a project of the Pine Grove Mills Farmers Market Steering Committee, in cooperation with St Paul Lutheran Church of Pine Grove Mills.

Manager Position The Market Manager is a part-time position. Responsibilities include vendor management and ongoing operation of the farmers market. This includes an on-site presence at the market during all market hours, as well as off-site work during non-market hours. The manager reports to the Pine Grove Mills Farmers Market Steering Committee, who sets all market policy. In addition, the manager will represent the market to the market's vendors, the consumers, and to the community. Position begins no later than March 1.

Compensation Compensation for the market manager position is a \$4,500 stipend, issued in monthly payments from the first month of employment through the market season.

Duties—in season (June through September)

- Recruit and enroll vendors in the market—either through seasonal vendor agreements or as guest vendors
- Collect all fees owed, make accurate accounting, and transfer to Market Treasurer to deposit in market account
- Act as liaison between vendors and the market's governing body, the Steering Committee
- Provide the Steering Committee with performance reports regularly, upon request
- Bring suggestions from vendors back to the Steering Committee
- Publish weekly market newsletter
- Communicate market policies, activities, and rules to vendors, keeping them informed through the season
- Arrive prior to vendor arrival and remain throughout the market day to:
 - Provide on-site management of vendor stall assignments, parking and traffic
 - Ensure all rules and regulations are adhered to
 - Ensure all state and county regulations are adhered to
 - Answer questions for vendors, volunteers and consumers
 - Resolve vendor and/or consumer disputes
 - Maintain market grounds in a safe manner
 - Oversee market Community Booth
- Coordinate the SNAP program of the market. Responsibilities include: interacting with SNAP customers and distributing SNAP tokens during market hours, tallying SNAP tokens at the end of market day, submitting reports on SNAP activity weekly and coordinating Food Bucks program when needed.

Duties—on going (pre-opening through wrap-up)

- Recruit vendors
- Develop relationship with community
- Manage advertising/ promotional program, including weekly Facebook and Instagram posts and special events planning
- Work with Steering Committee to plan for market growth and development
- Attend Steering Committee meetings, as requested

- Use of personal technology, including phone to communicate with vendors and personal computer for newsletter, etc.
- Conduct customer and vendor surveys

Qualifications

- Ability to think creatively
- People person with skills in diplomacy
- Dispute resolution skills
- Good communication skills, oral and written

- Organizational skills
- Office computer skills including creative software (Canva, Adobe, etc.)
- Marketing skills
- Self-motivated
- Passionate about the community and local agriculture -
- Ability to lift 40 pounds
- Ability to remain on feet for up to 4 hours
- Ability to work outside for periods up to 6 hours

To Apply: Please provide letter of interest and job history or resume *by January 30*, to the Pine Grove Mills Farmers Market Steering Committee at admin@pgmfarmersmarket.com or P.O. Box 200, Pine Grove Mills, PA, 16868. We will accept applications until position is filled. Interviews will be scheduled as applications are received.

For questions, e-mail Lisa Strickland at admin@pgmfarmersmarket.com.

Thank you!