



**The Shoreline Farmers Market Association
invites applications for the position of:
Shoreline Farmers Market Manager**

Position Summary

The Shoreline Farmers Market is entering its 5th season and is in search of a new Market Manager. We are looking for a candidate that is passionate about local foods and building community, with experience in fundraising and event management. The market is growing quickly at its new location and we are looking for someone who can continue to grow our vendor and attendance base and expand new and existing marketing efforts. We are a domestic non-profit corporation and have a long-term partnership with the City of Shoreline on our efforts. In 2016, the Market Manager position will begin in February and be complete in November. The position has an office at Shoreline City Hall and the market is located at Aurora Square. There is great opportunity for growth in this management level position and we excitedly await your application!

SALARY: Weekly \$550 - \$600 + Sponsorship Incentive & Market Credit DOE

POSITION: Part Time, Variable Hours Throughout Season

OPENING DATE: Upon Release

CLOSING DATE: 01/17/2016

The Market Manager will be in charge of planning and development of the 2016 season as well as onsite management of the market each Saturday during its operation. Duties include but may not be limited to:

- Recruit, schedule & retain farmers, crafters, food trucks and entertainment for the market
- Develop and implement marketing/promotion and outreach plan
- Recruit, train, schedule and supervise event volunteers
- Maintain existing and build new sponsorship efforts
- Ensure market's compliance with all rules and regulations including those set forth by Seattle-King County Department of Public Health, and Shoreline Farmers Market.
- Coordinate Shoreline Farmers Market Advisory Board
- Coordinate with City of Shoreline staff in the planning and oversight of related programs, program development, administrative support, day of event duties as assigned, supervision of volunteers, facility and/or program
- Identify and coordinate additional partnerships in the community
- Is tactful and courteous with the public, co-workers and City employees at all times, occasionally in difficult customer service situations
- Provide clear verbal and written instructions to program staff, volunteers and general public
- Enforces Shoreline Farmers Market rules and regulations.
- Collect, deposit, and keep track of vendor payments; produce and maintain accounting records; track market data including shopper counts, vendor sales, sponsorships, and volunteer participation

- Produce weekly market performance reports
- Attend Monthly King County Market Manager's Meetings
- Demonstrate strong organizational, administrative, accounting and customer service skills
- Ability to work independently and within a team environment
- Demonstrate sound and professional judgment
- Regular, reliable and punctual attendance
- Ability to work in all weather conditions
- Setting up and breaking down the market and lifting 50 lbs

Minimum Qualifications

- Ideal candidates will have a background related to sustainable agriculture
- Experience with event planning, volunteer recruitment & management
- Fundraising experience
- Demonstrated organizing skills
- Ability to work independently, strong people skills and high energy

Preferred Qualifications

- BA/BS from an Accredited University
- 5+ years of experience managing or staffing a farmers market or related work
- Experience soliciting sponsorships and fundraising for non-profits

Please email [resume and cover letter](mailto:info@shorelinefarmersmarket.org) to:

info@shorelinefarmersmarket.org no later than 1/17/2015.

Thank you!

A handwritten signature in cursive script that reads "Brendan Lemkin". The signature is written in dark ink and is positioned centrally on the page.

Brendan Lemkin

Founder and President, Shoreline Farmers Market Association