



## **Part-Time Seasonal Position with Growing Hope in Ypsilanti, Michigan ASSISTANT FARMERS MARKET MANAGER**

### **Job Description:**

The Assistant Farmers Market Manager will be a core member of our farmers market team, helping to make our markets a success in our goals of increasing access to healthy food, supporting small business vendors, and contributing to the positive community development of Ypsilanti, MI and other markets we support. The Assistant Farmers Market Manager assists in the on-site management of the Ypsilanti Farmers Markets (Tuesday and Saturday), and may provide staffing services to other area farmers market or farm stand days as prescheduled. The Assistant Market Manager reports to the Farmers Market Manager, who oversees the on and off-site components of the markets and overall administrative/leadership roles (e.g. policy development, vendor app development and approval, licensing/permits, securing space, marketing, evaluation, partnership coordination, budgeting/purchasing, fundraising, et al). The Assistant Market Manager will assist with these duties as needed.

Growing Hope seeks a candidate enthusiastic and dedicated to Growing Hope's mission of helping people improve their lives and communities through gardening and increasing access to healthy food. He or she must be energetic and committed to the success of our markets, and able to perform the physical and logistical tasks of outdoor markets in all types of weather. Previous farmers market experience is a big plus. The position is part-time, 25 hrs/week, with hourly pay and no benefits, and will run from March through December, with fewer hours in the months of March, early April, November, and December. The position is a seasonal position with no benefits.

### **Job Duties:**

The following is a list of primary duties the Assistant Market Manager

#### **MARKET SET UP & TAKE DOWN**

- Supervise and assist market set up and take down each day
- Drive Growing Hope vehicles and trailers to market sites and back each week
- Arrive prior to market vendors arriving and remain throughout the market day
- Properly place vendors in stalls, including assigning market stalls to daily vendors
- Manage Market Information Booth; Set up Growing Hope materials to distribute
- Place market signs, parking signs, tents, and tables
- Assure the market site is clean once the market is closed and the vendors have left for the day.



- Assist with special events as needed
- Organize, maintain, and keep inventory of market supplies in Growing Hope storage, trailers, and at market

#### SUPERVISION/REGULATION

- Oversee and support any staff, volunteers, partners, employees, and musicians on-site
- Enforce all market rules and regulations
- Enforce all state and county regulations
- Ensure quality control for produce and non-produce items
- Keep records of all licenses or permits each vendor possesses based on the products they are selling
- Handle emergencies, and closing of the Market when necessary due to weather or other hazardous conditions, in coordination with Market Manager

#### FINANCE/MANAGEMENT/DOCUMENTATION

- Coordinate before market days to schedule vendors who will be present; plan and execute market layout—placement of vendors, special events, et al
- Distribute all vendor packets and signage
- Manage, collect, and track all stall fees, rental service fees owed; log money through Growing Hope systems on a daily basis
- Serve as point person for coordinating the market's alternative payment system including Credit/Debit, EBT/Bridge Cards, Double Up Food Bucks, Project Fresh, Market Fresh, Prescription for Health, et al
- Complete and turn in daily market report
- Manage the collection of customer counts, weekly and seasonal customer surveys, and vendor surveys

#### COMMUNICATION

- Answer questions for vendors and consumers
- Educate vendors and customers on proper use of our token system
- Resolve disputes that arise on-site
- Maintain relationships with farmers and respond to vendor needs at the market



- Assist in promoting the markets via GH website and social media including day of market, with photos etc.
- Keep ongoing communication with Market Manager, and contribute to market team meetings

### **Qualifications:**

- Ability to work Tuesdays and Saturdays during the market season between May-Dec; some availability on other days for meetings and out of market work as scheduled
- Ability to lift 30 lbs and work on your feet during market hours in all weather conditions
- A Michigan Vehicle Operator's License, with excellent driving record; experience driving trailer preferred
- Past experience managing a Farmers Market is desired and preferred, MIFMA Market Manager Certificate ideal
- Commitment to nutrition, local food and agriculture and small businesses; experience in retail or agriculture preferred
- Ability to work independently/self starter
- Excellent interpersonal skills; Superb oral and written communication skills, including providing top-notch customer service to customers and visitors of all backgrounds
- Clear and organized work habits, positive attitude, flexible
- Ability to navigate computer programs such as Excel, Word, Google Docs
- Familiarity with or residing in the Ypsilanti community preferred

### **Hours and Compensation:**

Approx 25 hours/week for 38 weeks of the year. Hours vary some based on time of year. 25 hrs/week is average in May-October, with slightly fewer weekly hours in March, April, November, and December. Compensation: \$14.00/hr, seasonal position, with potential to return in future seasons.

**To Apply:** Application is rolling and open until filled. Start date is March, though full hours will begin in April. Submit resume & 2 page cover letter, complete with reference contact information, to Amanda Edmonds, Executive Director at [apply@growinghope.net](mailto:apply@growinghope.net). Samples of past work welcome, though not required.

*Growing Hope is an Equal Opportunity Employer and does not discriminate potential employees based on race, creed, age, color, disability, national origin, sex, gender identity, sexual orientation or marital status. We encourage the following groups to apply: people of color and individuals who possess an in-depth understanding of poverty or economic hardship.*