



Food Works is seeking a manager for the winter season Community Farmers Market. The market takes place on Saturday mornings, December through March, inside the lobby of the Carbondale Community High School.

Duties include:

- Vendor recruitment and relations
- Coordinating market day logistics, including the layout of the market each week and confirming vendor attendance
- All marketing for the market, including posting fliers, social media, email newsletters, and Farm Fan text message service
- Communication with local media, including news releases, and potentially interviews with local tv, radio, and print media
- Ensuring compliance with all city, county, state, and federal regulations on the sale of food at farmers markets
- Ensuring vendors have liability insurance and are up to date with any applicable licenses or certifications
- Implementing and tracking SNAP sales and the Link Match program
- Keep up to date records on market sales, vendors, customer attendance, etc.
- Reporting results for SNAP and Link Match grants, annually in January
- Organizing special events at the market, such as the Seed Swap, Plant Give Aways, Kids Days, etc. Special events typically provide a service to customers or encourage customer attendance.
- Additional duties as assigned

Qualifications

- Strong marketing skills
- Attention to detail, with the ability to maintain records
- Strong “people skills.” The market manager must work with many different stakeholders, including farmers/vendors, customers, community groups, and funders.
- Ability to verbalize the importance of a strong local food system and a passion for local, sustainable food production and/or community building and civic engagement
- Experience organizing volunteers or managing staff preferred

This position is compensated at \$14-17/hour, dependent on qualifications. Manager duties require 10-15 hours a week. Most work can be completed on a timeline that fits with the applicant’s personal schedule, with the exception of Saturday morning market days which require availability from 7:15am-2pm. This is a temporary, part time position, lasting from November-March. The position has the potential to expand, dependent on funding. The Market Manager reports to Food Works’ Executive Director.

Applications are accepted immediately, until the position is filled. To apply, send a brief letter of interest (no more than 1 page) and resume to Jennifer Paulson at jennifer@fwsoil.org with the words “Market Manger Position” or (618) 307-3287 to express your interest and qualifications for the position. Visit www.carbondalemarket.com to learn more about the market.

