



Food Works is seeking a Manager for the winter season Community Farmers Market. The Community Farmers Market takes place on Saturday mornings, December through March, in Carbondale, IL. Learn more at www.carbondalemarket.com.

The market is a producer only market and is located inside the University Mall in Carbondale, IL. The market provides our local community with produce, meat, dairy, baked goods, cottage food items, honey, crafts, and more. The market also does a weekly free kid activity called Kids Club with an emphasis on understanding our local food systems, healthy eating, and movement activities. We also strive to bring community awareness through showcasing nonprofits and local community resources to our market customers.

In recent years the market has grown in a manner that requires community sponsorships to support programming. The position begins in September, and the Market Manager will spend time in the months of Sept- Nov to secure market sponsorships through community outreach in order to support programs including: Kids Club, Cooking Demonstrations, Plant Giveaway, and our Seed Swap events.

Market Manager duties include:

- Coordinating market logistics, including communication with vendors, market setup & breakdown, collection of vendor fees, reimbursements to vendors for SNAP & Link Match programs, weekly record keeping and bank deposits, and enforcement of market policies.
- All marketing for the market, including social media, email newsletters, printed materials and website updates. Given the limited in-person contact at the market this year, the market's virtual presence will be especially important.
- Answering inquiries about the market from the general public via phone, email, and social media. Must be willing to use one's own smart phone and the RingCentral app (free to download) for communications. Food Works will provide a \$45/mo stipend to offset phone costs.
- Set up and tear down of market each week: including putting out signs, making sure promotional materials are printed for market, set up for handwashing station, set up for special events
- Ensuring compliance with all city, county, state, and federal regulations on the sale of food at farmers markets, and maintaining records of vendors' liability insurance and any applicable licenses or certifications.
- Overseeing the SNAP & Link Match program and reporting on program usage.
- Supervising Market Assistant and Kids Club Coordinator. The Market Assistant operates the SNAP/Link Match station at the farmers market, assists with set-up or break-down of the market, and may also assist with SNAP outreach. The Kids Club Coordinator runs the Kids Club events.
- Communication with local media, including writing news releases, and interviews with local tv, radio, and print media.



- Ensuring a high quality, diverse and balanced offering of products. This market focuses on producers using sustainable/organic/regenerative methods.
- Additional duties as assigned.
- Finding local sponsorship opportunities and keeping detailed records of money spent
- Organizing and promoting market events: Kids club, Cooking Demonstrations, Seed Swap, and Plant Giveaway
- Reaching out to Food Trucks and Music talent to set up at market
- Outreach to local non profit organizations and community groups to see if they would be interested in setting up at market (We limit one organization per market)

Qualifications

- Strong “people skills.” The market manager works with many different stakeholders, including farmers/vendors, customers, community groups, city officials, the health department and sponsors. The ideal manager will be comfortable communicating primarily by email or phone.
- Ability to verbalize the importance of a strong local and sustainable food system
- Experience marketing through printed materials, social media and email preferred.
- Ability to maintain organized and detailed records of vendors, sales data, etc.
- Experience organizing volunteers or managing staff
- Able to lift 40lbs and move large items including tables and chairs
- Familiarity with or willingness to learn MailChimp, Weebly, Google Applications, and Canva

The hourly commitment of this position varies from 20-30 hours a week and is compensated at \$15-18/hour. Most work is done remotely and can be completed on the applicant’s preferred schedule, with the exception of market day on Saturday mornings. The Market Manager reports to the Assistant Director, Libby Ervin.

This is a temporary, part time position that ends in April 2024. The position has the potential to expand, depending on Food Works’ need and the applicant’s interest.

To apply, send a brief letter of interest (no more than 1 page) and resume to libby@fwsoil.org.

Applications will be reviewed starting on **Monday, Aug. 14, 2023** and will continue until the position is filled. Please direct questions to libby@fwsoil.org

The Community Farmers Market is a program of Food Works, a 501(c)(3) non-profit organization growing the future of food in Southern Illinois by promoting long-term farming networks that create healthy soils, healthy food, and healthy communities in the 23 southernmost counties of Illinois. Learn more about Food Works at www.fwsoil.org.