

## **FMS Market Manager Job Description**

The Farmers' Market at Sandpoint (FMS) is a not-for-profit, member-run market whose mission is to "support local agriculture through education and a diverse community market."

### **DESCRIPTION**

**The Farmers' Market Manager serves as a liaison between the FMS Board, market vendors, and the greater community.**

The Market Manager supports the market by:

- actively overseeing market days
- mapping and coordinating vendor booth spaces
- handling administration, finances, and compliance
- coordinating marketing and fundraising
- scheduling and planning special events/entertainment
- interfacing with the market board, vendors, and other applicable parties.

### **QUALITIES & SKILLS of a SUCCESSFUL MANAGER**

- sincere connection with and passion for our local farmers & food systems
- solid organizational skills
- ability to multi-task
- thoughtful, clear, confident communicator
- adept at resolving conflict
- able to receive feedback & direction
- enthusiastic & positive, even in uncomfortable situations
- resilient to the weather
- competent with basic technology, apps, and computer programs
- basic bookkeeping skills

### **COMPENSATION & SCHEDULE**

Pay begins at \$20/hour for training, up to \$25 depending upon performance/experience.

This position is **seasonal**: the hours and responsibilities vary throughout the year.

March/April	10-20 hours per week
May-Oct	average 20 hours per week, but up to 40 week - 11 <b>required weekly hours</b> (Sat 7 - 2, Wed 2 - 6) - approximately 9 hours for meetings/admin/errands
Nov-Feb	approximately 10 hours per week

### **PHYSICAL REQUIREMENTS**

- Licensed driver within the state of Idaho with a registered, insured personal vehicle suitable for use
- Legal to work in the USA
- Able to lift and carry 50 pounds
- Able to be present at an outdoor market, rain-or-shine