

## **Market on Military Assistant Manager**

**Opening Date:** 9/6/2022

**Closing Date:** 9/22/2022 or successful hire

### **Job Description:**

The farmers market assistant manager will be responsible for assisting with on-site and office preparations for operations of the seasonal summer and winter farmers Market on Military.

### **Reporting to:**

Military Avenue, Inc. Executive Director

### **Hours/Wages:**

Average of 15-20 Hour per week.

\$15+ per hour

This seasonal position will work up to eight hours every Thursday (approximately 12 p.m. to 8 p.m.) for the summer market, beginning at time of hire through the end of October. Hours for the winter market will be up to seven hours every first and third Saturday from November to May (approximately 7 a.m. to 3 p.m.) The position may occasionally be required to work additional hours attending meetings and assisting with scheduled planning and preparations for the seasonal markets.

### **Duration and Goals:**

This is a grant funded position. The focus will be to build market sustainability and secure continued access to local foods during current and future pandemic and public health challenges. The position will be 90 to 145 weeks in duration.

### **Duties/Responsibilities:**

- Assists with overseeing market site and market day activities with a focus on sustainability and public safety for access to local food.
- Creates market layout and vendor communications.
- Assists with set up and teardown of market site which may include vendor booths, community booths, entertainment equipment, signage, traffic cones, etc.
- Provides information to visitors and vendors about the farmers market.
- Stuff promotional bags with sponsor information and distribute to customers.
- Promote the markets with photographs, email and social media posts to promote the market.
- EBT/food support program vouchers - sell to customers and cash-in from vendors.
- Understand emergency and accident procedures and ability to respond appropriately.
- Performs other duties and assumes responsibilities as apparent or assigned by the Executive Director.

**Desired Knowledge, Skills and Abilities:**

- Event planning, development and evaluation.
- Customer relations for a diverse customer and vendor base.
- Problem solving skills.
- Passion for farmers markets and local foods.
- Lift and transport equipment up to 50#.
- Create and post social media with best practice knowledge.
- Establish and maintain a positive and effective working relationship with vendors, the public, market volunteers and staff.
- Work independently with no direct supervision and prioritize work.
- Communicate effectively, both orally and in writing, with diverse clientele.
- Coordinate and direct various activities involved with the farmers market.
- Work in various weather conditions such as heat, humidity, wind, rain, etc.

**Minimum Job Qualifications:**

- A commitment to and belief in the organization's shared values.
- Previous participation in volunteer and/or special events.
- High school diploma or equivalent.
- Possession of a valid Wisconsin driver's license.
- Ability to lift 35 lbs.
- Be reliable and self-motivated.

**Additional Information:**

**To apply for this position, please submit your resume with cover letter to [Director@militaryave.org](mailto:Director@militaryave.org) by September 22, 2022.**