



Farmers Market Co-Manager Position

The West Side Farmers Market is looking for a Market Manager to join our team!

The Market Managers are responsible for organizing and administering the activities of the West Side Farmers Market's events from June - October. Market Managers will co-lead the market, work with the WSFM Executive Director, Board of Directors, Right Track Interns and volunteers to ensure a smoothly running, welcoming, vibrant market.

Those passionate about community, farmers markets, and a just food system are encouraged to apply. Hmong and/or Spanish speaking skills are desired. The position is a seasonal contract position with the option to continue through the off-season, and/or return for future seasons.

The Market Managers must work collaboratively to cover management duties and ensure there is a Management presence at all Markets. On-site shifts are 7:30am-10:30am and 10am-1pm, Saturdays from the beginning of June through the end of September.

About West Side Farmers Market

West Side Farmers Market runs a small, neighborhood farmers market at 63 George St. W in the parking lot of the Icy Cup on the West Side of St. Paul. The Saturday morning market runs from June - October each year and hosts a diversity of local food and craft vendors and attracts customers mostly from the surrounding neighborhood. WSFM approaches each market as an event and hosts artists, family activities, food demos, music and more.

WSFM began in 2012, and moved to our current site at 63 George St W, in the parking lot of the Icy Cup, during 2013. WSFM became a non-profit organization in 2019. This same year, *Food and Wine Magazine* paid a visit and called WSFM "petite (but powerful)."

Responsibilities and Duties of Co-Managers

On-site

- Opening Shift 7:30am-10:30am, Closing Shift 10am-1pm. Coordinate shifts with Co-Manager and Executive Director to ensure full-day management coverage
- Operate the Market Info Booth and provide vendor and customer support at the market
- Ensure proper set up and take down of Market Booth, tables, cones, barricades, handwashing stations and sandwich board signs each Saturday before and after market
- Manage and offer direction to on-site volunteers
- Ensure market participants (vendors, community groups, musicians, volunteers, etc.) are greeted, directed to their booth, and assisted as necessary
- Collect and record vendor fees, customer transactions, and donations at each Saturday Market, and dropping off cash drawer and materials at designated site

- Facilitate EBT and other token exchange programs (including POP Club - Power of Produce) with customers and vendors
- Enforce all WSFM rules and guidelines, notify ED of complaints/issues
- Keep the storage spaces organized and secured
- Count and record number of customers and any other metrics requested
- Take photos and videos to post to social media during the market

Off-site Admin & Promotion

- Pick up and/or Drop off (depending on shift) Market Day Kit with cash box
- Complete monthly EBT and Market Bucks reporting
- Create weekly emails and marketing posts on social media to generate energy and interest around our activities and vendors for the week
- The manager will meet with ED regularly to report on progress and concerns, answer questions of the board members and carry out duties described in the job description
- Promote Market through good public and vendor relationships
- Work with the Executive Director around weather decisions

Off-Site Vendor Relations

- Collect and maintain all vendor paperwork and assure that all paperwork is complete
- Ensure that vendors have support from the management team and access to trainings (e.g., food safety, EBT, WIC, FMNP, POP, marketing, etc.)
- Confirm vendor attendance each week and contact alternate vendors to fill any gaps

Requirements

- Attention to detail especially when handling cash and administrating token programs
- Ability to use the internet, social media, Google Suite
- Available by phone and email - WSFM provided email for external communication and Slack for internal communication.
- Clear written and oral communication skills
- Ability to lift 40 lbs. regularly including large tents, sandwich board signs, vegetable boxes, and tent weights.
- Interest in local food, small business, and economic justice
- Competency working with people from diverse backgrounds, cultures, and with limited English language skills
- Willingness to prioritize community, lead collaboratively, and find creative solutions

Additional Qualities

- Ability to speak languages other than English (preferred, but not required)
 - Spanish & Hmong primarily needed currently
- Experience hosting and/planning events
- Familiarity with the West Side and its communities
- Experience in agriculture, small business, food systems, or community leadership

Compensation

This is a temporary contracted position with payments structured as follows:

\$500 per month, paid at the end of each month

June, July, August, and September

Responsibilities and Duties are estimated to take about 25 total hours per month

6-7 hours per week per manager (3 hours on-site, 3-4 hours off-site)

The Market Manager is responsible for reporting their own income to the IRS.

An IRS Form-1099 will be provided.

Please submit a cover letter with resume to:

management@westsidefarmersmarket.net

If you have any questions about the position or application process,
you may direct them to this email address as well

Thank you for your interest in working at the West Side Farmers Market!