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**Gorge Grown Food Network
Assistant Farmers Market Manager
Position Description**

DIVERSITY STATEMENT FOR HIRING

Gorge Grown Food Network is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability status, protected veteran status or any other characteristic protected by law. We have a commitment to diversity, equity and inclusion in our work and create opportunities to interact with people who live, think, act, and speak differently than ourselves.

Approximate start date: May 5th, 2018 with training occurring during the last two weeks in April

Worksite Location: 5th & Columbia parking lot in downtown Hood River during the outdoor season; Location TBD during indoor season; occasional staff meetings in Hood River

Work Schedule: Saturdays, 7:00 am- 3:00 pm during outdoor season, 10:00 am- 5:00 pm during indoor season

Hourly Rate: \$14/ hour

Will be trained by: Hood River Farmers Market Manager

Reports to: Hood River Farmers Market Manager

ORGANIZATIONAL OVERVIEW

Founded in 2006, GGFN's mission is to build a resilient and inclusive regional food system that improves the health and well-being of our community. Our approach is strategically multi-pronged:

Increase supply: Support our local producers by bolstering markets and business development.

Increase access and demand through programs like Mobile Farmers Markets, the Healthy Corner Store Initiative, and Veggie Prescriptions.

Empower and Mobilize: Through partnerships with dozens of key organizations like the Food Security Coalition, School Garden Network, Rural Farmers Market Network, Producer Working Groups, and Coordinated Care Organizations we strive to create lasting change through collaboration and collective impact.

HOOD RIVER FARMERS MARKET BACKGROUND

The **Hood River Farmers Market** is a well-established farmers market, founded in 2006. As the largest farmers market in the Columbia River Gorge, this position requires an organized and detail-oriented assistant manager. With an average customer attendance of 850, and over 1,000 customers per day in peak season, the market is a fast-paced but rewarding environment. There are about 40 vendors at the peak of the season. While the focus of this market is on food, the market also showcases rotating makers and crafters. The Hood River Farmers Market is held every Saturday 9:00 am – 1:00 pm from May – the third week in November.

In 2017, the Hood River Farmers Market became the first year-round farmers market in the Gorge. Currently, the indoor farmers market season runs the first and third Saturday of the month, January through April from 1:00 pm – 4:00 pm.

POSITION OVERVIEW

We are seeking a dynamic and detail- oriented person to fill the Farmers Market Assistant Manager position. The Farmers Market Assistant Manager is required to work a schedule of every Saturday from approximately 7:00am – 3:00pm during the outdoor season and 10:00am – 5:00pm during indoor market dates.

All market positions report directly to Farmers Market Manager with oversight by the Gorge Grown Executive Director. This includes an on-site presence at the market during all hours, as well as off-site work during non-market hours.

RESPONSIBILITIES

The Farmers Market Assistant Manger is a part-time position responsible for supporting operations of the Hood River Farmers Market.

Key Responsibilities Include:

Market Operations:

- Treat vendors and customers with courtesy, respect, and diplomacy
- Direct and orient new vendors, community table participants, community groups and musicians for optimal set up
- Assist the Farmers Market Manager in enforcing vendor rules, operating procedures, food safety guidelines and other pertinent laws and regulations
- Communicate food access programs and market token use accurately to customers and vendors
- Assist the Farmer Market Manger in sales of farmers market tokens, merchandise and collection of booth fees
- Answer questions from all vendors and customers, and ask for clarification/support when needed
- Handle emergencies, complaints, and requests with patience and diplomacy
- Maintain market grounds in a safe, clean and inviting manner
- Oversee customer counts each market day and periodic dot surveys to assess the level of growth in market usage and collect market data
- Assure the market site is clean once the market is closed and the vendors have left for the day
- Ensure that all facilities, equipment and utilities are in working order, and that all doors are locked as appropriate prior to departure
- Ensure that the market boxes are very organized upon return to the Gorge Grown office or market trailer including finances and informational materials

General Responsibilities

- Work closely with the Farmers Market Manager, the Executive Director and other staff as needed to identify potential problems, creative solutions and innovative ideas to further the goals of the market
- Keep lines of communication open between all staff, vendors and volunteers
- Build community relationships with farmers, inspectors, businesses, city government, nonprofits, OSU Extension agents, food banks, charity groups, farmers market volunteers etc.
- Be informed of Oregon Department of Agriculture and Hood River County Health Department rules and market guidelines, and enforce compliance

- Be informed of SNAP, WIC, and other supplemental nutrition programs
- Be informed of all market tokens and record keeping forms for management
- Participate in monthly staff meetings
- Recruit, coordinate and supervise market volunteers throughout market season
- Assist the Farmers Market Manager to coordinate volunteer scheduling and activities; ensure that each market has volunteers in advance
- Assist the Farmers Market Manager in promotion of the market: sandwich board displays, monthly newsletter updates including seasonal recipes, and other promotional information to solicit more shoppers
- Work with the staff to define market policy and to plan for further development of the market
- Work with staff to annually update application process and market policy processes
- Perform other duties as assigned by the Farmers Market Manager or Executive Director

QUALIFICATIONS

Required:

- Attention to detail, particularly regarding financial records
- A high-energy, friendly attitude
- Ability to work every Saturday during the market season
- Ability to lift 50 pounds in and out of a raised trailer bed repeatedly
- Creative problem solving skills
- Effective verbal and written communication skills. Should be able to adapt communication style to suit different audiences
- Action oriented. Should be able to follow up on feedback to ensure positive outcomes

Preferred:

- Experience in retail sales
- Conversational level of Spanish language

COMPENSATION

The Farmers Market Assistant Manager is a part-time position working approximately 9 hours/ week April – November 2018 and 15 hours/ month January – March 2019 at a rate of \$14 per hour. This position may be combined with other open positions with Gorge Grown Food Network for the right candidate to create a full-time position. (see details below)

START DATE

The chosen applicant will be trained the last two weeks of April to being their first shift on May 5th, 2018.

APPLICATION INSTRUCTIONS

Submit a resume, cover letter and 3 references to communications@gorgegrown.com by March 19th. In your cover letter, make sure to address any pertinent experience, including professional and personal experiences that are relevant to this position.

OPEN POSITIONS WITH GORGE GROWN FOOD NETWORK

- Veggie Rx Program Manager: 20 hours/ week, applications due March 19, 2018
- Assistant Farmers Market Manager: 9 hours/ week, applications due March 19, 2018
- Mercado del Valle Manager & Latinx Outreach Coordinator: 13 hours/ week (May – December), applications due March 19, 2018
- Columbia Gorge Gleaning Project Manager: 30 hours/ week (August – November), details will be published soon