



Janesville Farmers Market Position Description (5/9/22)

Position: Janesville Farmers Market Manager

Reports to: JFM Board of Directors

Pay: starting at \$16/hr.

Hours: Average of 27 hours a week, year-round. Saturdays from 5:45am- 2pm are required during the May-October season and when winter markets are scheduled. The position is work from home at your own hours, except for on market days.

Roll Description

The Janesville Farmers Market, Inc. (JFM) seeks a self-motivated and passionate person to manage the growing Janesville Farmers Market. Manager will oversee the market during Saturday operating hours, attend Board of Directors meetings, and work effectively with farmers, consumers, and community partners. Duties include set up/tear down of the market, process vendor applications, collect fees, enforce rules and guidelines, and report to the board chair. The JFM Board sets market policy and directs the manager.

Responsibilities and Duties

- Oversee physical operations of the market on Saturday mornings. 5:45am-2pm May - October 7am - 1:30pm during the scheduled winter markets, typically the first Saturday November - April
- Attend all Board of Director (monthly) and Vendor meetings (yearly).
- Work effectively with vendors, consumers, and community partners.
- Create and distribute press releases, promotional materials, and other communications.
- Assist the JFM Board in developing and strengthening community partnerships.
- Assist the JFM Board with soliciting sponsorships and executing fundraising events.
- Set-up and tear down of the physical market.
- Process vendor applications and maintain a database of vendors.
- Collect all vendor fees, make deposits and submit deposit reports to the treasurer.
- Enforce the rules and guidelines of the market.
- Perform other duties assigned by the Board of Directors

Skills

- Must be sociable and outgoing.
- Ability to maintain professional behavior and de-escalate difficult situations.
- Ability to work independently.
- Strong financial skills.
- Strong organizational skills.
- Excellent verbal and written skills.
- Emergency procedure awareness.
- Familiarity with Microsoft Office, Google Docs, Mailchimp, social media, website maintenance



Qualifications

-Excellent organizational skills.

- Demonstrated ability to operate independently; to take initiative and to be a decision maker in assigned areas; must have good analytical skills.
- Must be sociable and outgoing and have the ability to maintain personal composure and tactfully handle difficult situations.
- Must be able to lift at least 50 lbs.
- Must have a valid drivers license.
- Knowledge of the Janesville area

Equipment

- Must have access to a personal vehicle and the ability to work from home.

Interested applicants should send a cover letter and resume to:

board@janesvillefarmersmarket.com