

## Assistant Farmers Market Manager Position

The Coos Bay Downtown Association is looking for an experienced, professional, outgoing person to assist the Farmers Market Manager in managing the weekly Coos Bay Farmers Market. This is a seasonal position that will require approximately 8-10 hours per week from March through October. There is potential for growth into the lead management role.

**Job Duties:** Assist the Market Manager by:

- Attending the Coos Bay Farmers Market on Wednesdays, arriving on time for set up and staying for breakdown
- Assist with weekly booth assignments and invoice generation
- Assisting with Farmers Market social media and local media marketing
- Assisting with Farmers Market organization with general office tasks and at market help
- Providing friendly service in the form of answering questions and assistance with both customers and vendors at the Market as well as the office
- Ensuring that each Market runs smoothly by solving some problems as they arise and referring other conflicts to Market Manager
- Participating in executing tasks outside of market hours, such as, coordinating Market events and general promotions
- Assisting in SNAP distribution and vendor redemption as well as Double Up Food Bucks grant monthly and yearly reporting

**Necessary Skills:** The Assistant Market Manager must:

- Be able to handle a variety of responsibilities during the market hours
- Have excellent problem resolution skills
- Be able to productively interact with a very diverse group of people
- Possess excellent customer service skills
- Be organized and have excellent attention to detail
- Experience in event management and organizing
- Have basic math skills (be able to make change without the use of a cash register or calculator)
- Basic computer skills; be able to operate Microsoft Word and Excel
- Be comfortable speaking to local media agents (local news, newspapers, and radio stations) and small groups of people about the Market's goals and activities
- Written communication skills a plus
- Be enthusiastic about farming, food, art, and community
- Knowledge of food insecurity issues in Coos County and Oregon growing seasons a plus
- The ability stand/walk around at the Market with minimal opportunities to sit down
- The ability to work outside in all weather conditions
- The ability to lift 30 lbs or more

To apply please submit a resume and two professional references to Market Manager at [coosbayfarmersmarket@gmail.com](mailto:coosbayfarmersmarket@gmail.com).