



WWW.GORGEGROWN.COM P.O. BOX 752, HOOD RIVER, OR 97031 (541) 490-6420

**Gorge Grown Food Network  
Mosier 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:** late May 2020

**Worksite Location:** downtown Mosier location

**Work Schedule:** approx. 8 hours per week; Sundays, 9:00 am- 3:00 pm and an additional 2 hours remotely

**Hourly Rate:** \$17/ 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.

**MOSIER FARMERS MARKET BACKGROUND**

The Mosier Farmers Market was started by volunteers in the community in 2008. Gorge Grown began managing the market in 2013. In 2020, the Mosier Farmers Market will require a creative and innovative manager to expand activities offered to adults and children and help to establish the market's unique identity. While the focus of the market is on food, the market also showcases some makers and crafters. Mosier Farmers Market is held every Sunday 10:00 am – 2:00 pm from June – the second week in October in downtown Mosier.

**POSITION OVERVIEW**

We are seeking a dynamic and detail-oriented person to support the operations of Mosier Farmers Market. The Market Manager is required to work Sundays from approximately 9:00am – 3:00pm beginning in June through the second week in October with training beginning at the end of May. All market positions report directly to Farmers Market Manager with oversight by the Gorge Grown Executive Director.

## RESPONSIBILITIES

### **General Responsibilities**

- Work closely with the Hood River Farmers Market Manager and Gorge Grown staff as needed to identify potential problems, creative solutions and innovative ideas to further the goals of the market
- Participate in all-staff meetings once a month; share a market report that summarizes the market data, challenges and opportunities.
- Be informed of Oregon Department of Agriculture and Wasco County Health Department rules and market guidelines, and enforce compliance.
- Keep lines of communication open between all staff, vendors and volunteers
- Collect sales data from each market vendor weekly.
- Build community relationships with farmers, inspectors, businesses, city government, nonprofits, OSU Extension agents, food banks, charity groups, etc.
- Work closely with GGFN accountant Nichole Reese and Hannah Ladwig to meet market budgets and track finances accurately; weekly finances must be tidy and accurate.
- Be informed of SNAP, WIC, and other supplemental nutrition programs
- Be informed of all market tokens and record keeping forms for management
- Perform other duties as assigned by the Farmers Market Manager or Executive Director
- Assist with preparation tasks before the market season, as needed: solicit market sponsorship, prepare market materials, paint market signs etc.
- Plan events and music for each market in advance; Share details about upcoming market events with Gorge Grown staff to promote via newsletter, website, etc.
- Perform other duties as assigned
- Help secure business sponsors for the market

### **Market Operations:**

- Coordinate with all community partners for market site needs, scheduling, permits, etc.
- Work with staff/volunteers to establish systems for the collection of booth fees. Fees must be collected weekly.
- Treat vendors and customers with courtesy, respect, and diplomacy
- Manage the market site: including oversight of sandwich board distribution, INFO booth set-up, market educational and support infrastructure.
- Coordinate set-up and take-down of vendor canopies (including weights on every leg on all canopies), tables, signs, traffic control and other market items.
- Allocate market space to vendors for optimum usage and communicate space assignments to vendors in advance with an emailed and printed map. Resolve any disputes over market space that may arise.
- Handle emergencies, complaints, and requests with patience and diplomacy.
- Maintain market grounds in a safe, clean and inviting manner.
- Operate EBT program and debit/credit machine for any cash transactions.
- Ensure that all applicable vendors accept SNAP, WIC, Veggie Rx and FDNP.
- Coordinate and supervise market volunteers throughout market season.
- Communicate market policies, activities and rules to vendors, keeping them informed throughout the season. Document suggestions from vendors. Have vendor input forms available at each market.
- Oversee customer counts each market day and periodic dot surveys to assess the level of growth in market usage and collect market data.
- Oversee and coordinate the scheduling, set-up and operations of musicians, children's activities, cooking demos, and educational presentations.
- Ensure that the market boxes are very organized upon return to the Gorge Grown office including finances and informational materials.

## **Vendor Relations**

- Communicate regularly with vendors throughout the season with verbal and written updates of market events, needs, scheduling, changes, surveys and important updates.
- Work with the staff to determine the optimal vendor mix; recruit vendors and accept vendors for the market as appropriate
- Actively recruit and support vendors, handle all communications and inquiries.
- Ensure all vendors are given a copy of the market rules.
- Assist vendors on pricing, merchandising and other business related issues.
- Ensure vendors are trained on market policies, rules, food assistance programs, and on-site procedures. Assist vendors in market policy compliance, including but not limited to licensing requirements and food safety issues, vendor signage, clean up, tardiness, parking, etc. When policy questions, or customer concerns arise on site, the Market Manager will resolve these to the best of their ability, log the incident and refer them to the Communication Manager or Executive Director, if needed.

## **QUALIFICATIONS**

### **Required:**

- Attention to detail
- Basic math and accounting skills
- Experience with accounting, data tracking.
- Experience with point of sales systems, and/or an ability to learn technology/apps and computer programs quickly.
- Comfort working with an ipad, apple square system and communicating through email and text.
- A friendly attitude
- Ability to work Sundays during the market season
- Ability to lift 50 pounds
- 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
- Experience fundraising
- Conversational level of Spanish language

## **COMPENSATION**

The Mosier Farmers Market Manager is a part-time position working approximately 8 hours/ week June – October 2020 at a rate of \$17 per hour. This position may be combined with other open positions with Gorge Grown Food Network for the right candidate.

## **APPLICATION INSTRUCTIONS**

Submit a resume, cover letter and 3 reference contacts to [hannah@gorgegrown.com](mailto:hannah@gorgegrown.com) by **May 7<sup>th</sup>**. In your cover letter, make sure to address any pertinent experience, including professional and personal experiences that are relevant to this position.

Applications will be accepted until the position is filled.