



**Gorge Grown Food Network**  
**White Salmon Farmers Market Manager**  
**Position Description**

**Position Overview**

The Farmers Market Manager is a part-time position responsible for ensuring smooth operations of the White Salmon Farmers Market.

The White Salmon Farmers Market requires a detail-oriented, friendly manager to continue to cultivate the market's success and identity in the community. White Salmon Farmers Market is held Tuesdays in June through September from 4:00pm to 7:00pm.

*This position may be combined with other open positions with Gorge Grown Food Network for the right candidate. Visit [www.gorgegrown.com/jobs](http://www.gorgegrown.com/jobs) for more information on open and upcoming positions.*

**Approximate start date:** early May 2023

**Worksite Location:** Rhinegarten Park (282 N. Main Ave), occasional staff meetings in Hood River; occasional community outreach events in White Salmon and area surrounding

**Work Schedule:** approx. 10-15 hours per week; onsite Tuesdays, 2:30 pm- 7:30 pm and an additional 5-10 hours of remote work for market coordination and promotion

**Hourly Rate:** \$23/ hour

**Will be trained by:** Farmers Market Operations Director

**Reports directly to:** Farmers Market Operations Director and the White Salmon Farmers Market Advisory Committee

**Organizational Overview**

Founded in 2006, Gorge Grown Food Network'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:** We strive to support local producers by bolstering markets and business development. We provide technical assistance and peer-to-peer learning opportunities. We broker relationships between institutional buyers, farmers, fisherpeople, chefs, schools and manufacturers seeking local ingredients.

**Increase Access & Demand:** We aim to ensure equal access to quality food for all through farmers markets, a Mobile Farmers Market, and the Rural Farmers Market Network. The Veggie Rx Program enables health care providers to prescribe fresh fruits and vegetables to food insecure residents.

**Empower and Mobilize:** Through partnerships with dozens of key organizations like the Food Security Coalition, Northwest Tribal Food Sovereignty Coalition, Oregon Community Food Systems Network, and the Columbia Gorge Health Council we aim to create lasting change through effective collaboration.

**White Salmon Farmers Market Background**

The White Salmon Farmers Market was started by a group of dedicated volunteers in the community in 2010 and fiscally sponsored by Community Enrichment for Klickitat County (CEKC). Initially located in a

parking lot on Jewett Blvd, the market outgrew its original location and moved to Rhinegarten Park in 2016. In 2021, Gorge Grown Food Network took on day-to-day management of the market. Gorge Grown had previously supported the market through the Mobile Farmers Market and Washington State Farmers Market Association Regional Lead program. The market has become a weekly event for local vendors and community members alike. While the focus of the market is on food, the market also showcases some local makers and artists.

### **Manager Duties**

#### **Ongoing:**

- Coordinate the market steering committee meetings and work closely with committee members to identify potential problems, provide creative solutions and innovative ideas to further the goals of the market.
- Be informed of Washington Department of Agriculture, Washington Department of Health and Klickitat County Health Department rules and policies and enforce compliance.
- Build community relationships with farmers, local businesses, city government, nonprofit organizations, food banks etc.
- Regularly attend regional Farmers Market networking meetings, meetings coordinated by Washington State Farmers Market Association and other relevant meetings and workshops to learn more about best practices and build capacity.
- Be informed of SNAP, SNAP Market Match, WIC, and other supplemental nutrition programs. Be informed of all market tokens, vouchers and currencies. Ensure good record keeping, food access program management and reporting.
- Handle all communications through email, Facebook and Instagram.
- Coordinate promotion of the market: distributing market posters, sandwich boards and yard signs.
- Keep all records, documents, and forms well organized

#### **Pre-Market Season Duties (May):**

- Coordinate market site needs including scheduling and permit for use of Rhinegarten Park.
- Recruit, orient, and manage market vendors. Help to select vendors to provide an optimal vendor mix. Ensure vendors are trained on market policies, rules, and on-site procedures.
- Ensure all vendors submit an application, application fee and record all applications and certifications.
- Ensure all vendors obtain any required licenses or permits.
- Maintain a database of market vendors with contact information.
- Schedule musicians, children's activities, cooking demos and educational presentations or other special events for weekly market activities
- Coordinate with Mt. Adams Chamber of Commerce and other allies for market promotion & visibility.
- Be informed of all market tokens and utilize record keeping forms.

#### **Market Season and On-Site Market Duties (June-Sept):**

- Staff the market information booth: operate point of sale machines for Debit, Credit and EBT transactions; provide excellent customer service; manage cash box and market tokens.
- Produce and distribute a weekly newsletter.
- Post consistently to the market Facebook and Instagram pages to ensure visibility and provide relevant updates, information and photos.
- Maintain market grounds in a safe, clean and inviting manner.
- Allocate market space to vendors for optimum usage and communicate space assignments to vendors in advance with an emailed and printed map.
- Manage the market site setup: including sandwich boards, Information booth set-up, market educational and support infrastructure.

- Communicate market policies, activities and rules to vendors, keeping them informed throughout the season. Document suggestions from vendors.
- Assist vendors in market policy compliance, including license requirements and food safety issues, vendor signage, clean up, punctuality, parking, etc.
- Ensure that all vendors understand the market currency system and applicable vendors accept SNAP, WIC, Veggie Rx and FDNP.
- Treat vendors and customers with courtesy, respect, and diplomacy.
- Collect sales data from vendors weekly, collect customer attendance data.
- Implement SNAP, SNAP Market Match, WIC and other supplemental nutrition programs to ensure local food access for all community members.
- Oversee customer counts each market day and periodic dot surveys to assess the level of growth in market usage and collect market data.
- Coordinate and supervise market volunteers throughout the market season, track volunteer hours to report back to Gorge Grown Food Network.
- Collect donations for the musicians from vendors, and payment to musicians weekly.
- Collect an end-of-year vendor survey to gather vendor input.
- Produce an end of season report to illustrate market trends, successes and identify areas of improvement to share and strategize with the WS Market Steering Committee for future improvements.

**General/Other duties:**

- Attend Gorge Grown Food Network's monthly all-staff meetings as available

**Qualifications**

**Required:**

- Attention to detail, particularly regarding financial record keeping
- Basic math and data entry skills
- Experience with point of sales systems, and/or an ability to learn technology/apps and computer programs quickly
- A friendly attitude
- Ability to work Tuesday afternoons and evenings 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 and the ability to take direction when needed
- Passion for food access and commitment to building an equitable food system
- Living in the Columbia River Gorge or ability to relocate

**Preferred:**

- Experience in retail sales or customer service
- Experience securing sponsorship and donations
- Experience in staff, vendor and/or volunteer management
- Conversational level of Spanish language
- Lived experience or significant experience working with economically disadvantaged, rural, immigrant, indigenous, and/or communities of color
- Training in diversity, equity, and inclusion

**Compensation**

The White Salmon Farmers Market Manager is a part-time position working approximately 15 hours/week mid May through September 2023 at a rate of \$23 per hour.

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**Application Instructions**

Submit a resume and cover letter to [hire@gorgegrown.com](mailto:hire@gorgegrown.com) by **March 20th**. Please include the title of the position you are applying for in the email subject line. 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. Email [hire@gorgegrown.com](mailto:hire@gorgegrown.com) or call 541-490-6420 with questions.

**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 encourage people of color, women, people who identify as LGBTQ2SIA, religious minorities, recent migrants/refugees, differently-abled people, and applicants from different generational and economic backgrounds to apply.