



## Seasonal, Contract Position: Farmers Market Manager

**About Third Place Commons:** Friends of Third Place Commons, known as **Third Place Commons**, is a community-supported 501(c)3 nonprofit organization dedicated to fostering real community in real space by hosting hundreds of free events each year and presenting the Lake Forest Park Farmers Market from May to October. Read more at [ThirdPlaceCommons.org](http://ThirdPlaceCommons.org).

**The Lake Forest Park Farmers Market (LFPFM, or “Market”)** is a program of Third Place Commons. It is a well-established, food and plant-focused market in its 15<sup>th</sup> season with a large, loyal list of vendors and a devoted community of shoppers. The season begins annually on Mother’s Day and runs weekly, every Sunday rain or shine, through the third Sunday in October. An additional 1-2 special indoor fall markets may be added in November and December and would be paid at same rate if added.

**The Farmers Market Manager** reports to the Executive Director of Third Place Commons and is responsible for the overall success of the market.

**Position Classification:** This is a seasonal, contract position.

### General Responsibilities:

- Oversee the safe daily operations of the Market, including set-up, take-down, and operation during open hours, while upholding the guidelines and policies of the Market.
- Process weekly vendor payments, sales and deposit reports, vendor reimbursements, and make weekly deposits during the season.
- Create and submit weekly county reports related to King County pandemic related requirements.
- Respond to and correct all issues identified by Public Health – Seattle & King County on a weekly basis to ensure market remains open.
- Enforce market policies and rules. Resolve disputes that arise.
- Ensure the Market operates in compliance with all applicable city, county, state and Federal laws and health regulations, Washington State Farmers Market Association (WSFMA) policies, and the LFPFM Rules and Regulations.
- Notify the Executive Director of all market operations including concerns of vendor compliance and any issues that may impact the success of the market.
- Serve as the primary point of contact for the Market vendors throughout the season.
- Maintain a current vendor roster, manage weekly market layout and vendor booth assignments, and be knowledgeable about all products that vendors sell.

- Set a welcoming tone for shoppers as the public face of the market by answering shopper questions and resolving customer concerns.
- Keep onsite market staff/volunteers abreast of market updates (including vendor changes).
- Complete incident reports for any accidents.
- Ensure the market site is clean at the end of each market day.
- Work with the Executive Director and vendors to promote the market via social media and other channels as appropriate.
- Attend training for and manage WIC & Senior Vouchers and EBT/SNAP/SNAP Market Match processing.
- Participate in occasional County Market Manager and WSFMA meetings.

**Post-Season Responsibilities:**

- Participate in end-of-season post-mortem meeting with market committee.
- Manage two indoor fall markets if they take place (same market day rate).

**Typical Pre-Season Responsibilities (not included in 2020 mid-season contract):**

- Recruit vendors, distribute and compile vendor applications, and advise the Executive Director and/or farmers market committee on vendor issues or decisions as needed.
- Process vendor applications, ensure all necessary permits have been obtained and business insurance acquired, collect and deposit fees, and submit registration deposit reports.
- Ensure that LFPFM obtains market insurance certificate annually.
- Obtain and submit the “Public Health-Seattle & King County” Farmers Market Coordinator annual application, submit fee, and ensure all common facilities needed are available at least one month prior to beginning the season.
- Submit WIC/FMNP annual application (in February).
- Submit annual application of the Liquor License with WA State Liquor Control Board (in June).
- Work with Executive Director to ensure that City of LFP event and signage permits are submitted and obtained.
- Participate in regional meetings as necessary to remain current on emerging issues, trends, and regulation changes, and notify Executive Director of important issues that may affect the market.
- Participate in Crafts Fair vendor selection process.
- Ensure the complete and accurate information is provided to Executive Director for website updates.

**Related Experience, Skills, and Attributes:**

- Minimum 3 years of farmers market experience preferred, or equivalent experience in related fields such as project management, program coordination, event planning, or local agriculture.
- Strong ability to communicate verbally and in writing, including ability to collect information, write reports, and manage data.
- Computer and technology literate with social media experience, familiarity with Microsoft Office programs Excel and Word, ability to learn use of other software.
- Candidate must be extremely reliable with demonstrated history of highly dependable performance in a role with personal accountability.

- Interpersonal skills for dealing effectively with the public, volunteers, vendors, community partners, city and county officials, and others.
- Enthusiasm, initiative, and judgement, and conflict resolution skills.
- Ability to lift and carry up to 60 lbs. (e.g. collapsible tent/canopies).
- Ability to walk and stand for long periods of time. Handle exposure to elements. Be able to work outdoors in any weather.
- Demonstrated ability to ensure accuracy in performing math and clerical tasks; accounting skills a plus.
- Access to a personal workspace, computer, and secure internet.
- Have a valid drivers license and insurance and access to a reliable vehicle large enough to transport Market equipment when necessary.

**Work Schedule:** Weekly on Sundays during market season (May 10 – Oct. 18, 2020) from 7 AM to approximately 4:30 PM. Additional hours (avg. 5-6 hrs/wk) on flexible schedule for weekly processing of vendor payments, sales reports, market deposits, vendor communications, and (during Covid-19 pandemic) county reporting. Occasional meetings (approx. 2-6 annually) with market committee, crafts fair vendor selection, etc., which may take place during the season or either pre- or post-season.

**Pay:** \$350 per market day worked plus a \$3,500 end-of-year bonus for successful completion of the season and participating in post-season meetings. (In full season contracts, manager also receives a separate annual pre-season start-up fee for work completed in advance of the season opening.)

**To Apply:** Submit cover letter, resume, and three professional references via email to [jobs@thirdplacecommons.org](mailto:jobs@thirdplacecommons.org). No phone calls, please.

**Application Deadline:** This is an immediate opening and **qualified applicants are encouraged to apply immediately**. Position will remain open until filled.

We value diversity. It is the policy of Third Place Commons not to discriminate against any employee, contractor, or applicant for employment because of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. We strongly encourage applications from qualified members of underrepresented groups for all open positions.