



Job Announcement:

Seasonal Market Manager (PT) Mission Community Market

Mission Community Market (MCM) is more than a farmers' market. MCM is a non-profit, open-air marketplace that celebrates the Mission District's diversity with fresh farm stands, local businesses and community programs. The Market takes place on 22nd and Mission Streets in the Mission District, Thursdays 4-8pm.

MCM is also spearheading the effort to activate La Placita, a new public space on Bartlett and 22nd Streets with more events, public art and stewardship. MCM seeks an experienced Market Manager to efficiently run the Thursday market, grow the business and manage our CalFresh operations. Ideal candidates will support vendor needs, grow sales and build relationships in the community.

Position: Market Manager

The Market Manager reports to the MCM Board, oversees staff and recruits volunteers to run a successful market every Thursday. She/he also serves as the face of MCM. In addition to managing the operations and promotion, the Manager strategizes the food program at the market, grows market revenues, and promotes access to healthy foods.

The manager must be highly motivated, efficient, and able to manage diverse vendors, volunteers and staff. She/he should be familiar with farms, local food producers and always seeking to improve MCM and its programs. She/he must be comfortable enforcing rules, addressing conflicts in the street, and communicating with vendors of diverse backgrounds, business practices and experience.

Ideal candidates possess a high level of commitment to local foods and improving the lives of diverse Mission District families through community activities, health promotion and small business support. An understanding of the history, culture and community organizations in the Mission District is essential.

The position includes the following responsibilities:

- Manage set up, operations, and clean up of weekly outdoor/farmers market, including the recruitment, training and coordination of volunteers and interns
- Track and report progress on revenues, attendance, partnerships
- Maintain orderly records and file a variety of City permits on time
- Support farmers and prepared food vendors, communicate rules and weekly updates to all vendors and volunteers
- Oversee staff to ensure Market has all needed equipment and maintained in operating condition
- Manage weekly accounting, CalFresh accounting and grant reporting, and monthly budget tracking
- In coordination with the Board and staff, communicate and build connections with neighbors and neighboring businesses
- Manage promotion and marketing strategies, including online, in print and at market

CELEBRATING THE MISSION • THURSDAYS 4-8PM • BARTLETT STREET AND 22ND

missioncommunitymarket.org

 [missionmercado](https://twitter.com/missionmercado)

 [mission.community.market](https://www.facebook.com/mission.community.market)

Qualifications:

The Market Manager should have 3+ years of relevant experience in farmers' market management, event operations, retail or festival food, fundraising, and/or community development. We are looking for managers with:

- A self-starting, entrepreneurial, and hands-on style
- Knowledge of farmed foods, local foods, food entrepreneurs and an ability to learn quickly
- Ability to think on your feet; for example, field a variety of inquiries or complaints courteously while minding market operations
- Strong passion for building community through food and in a public space
- Ability to manage staff and volunteers of all ages and capabilities
- Ability to delegate and train efficiently, while keeping staff and volunteers at ease
- Experience working in farmers' markets or event management
- Comfort representing the market to a variety of community members, businesses and patrons

Required Skills:

- Microsoft Excel and basic accounting skills
- Ability to work Thursdays (1:30-10pm)
- Conversational Spanish/English
- Passion for community events, food, health, and small business
- Excellent inter-personal skills, communication skills and positive attitude

Compensation

This is an independent contractor position through November 2017, with an option to renew for the 2018 season. Candidates should be available for 20-35 hours per week, depending on the season. Pay commensurate with experience. This is a contract position.

To apply for the Market Manager position: Please email cover letter, writing or promotional material sample, and resume to: mcm@missioncommunitymarket.org with "Market Manager Application" in the subject line. Applications accepted until position is filled.