



## **Farmers Market Operations Manager**

BisMarket is a community farmer's market located along Sweet Avenue adjacent to Kiwanis Park in Bismarck every Saturday from 10am – 1pm, from June through October.

BisMarket's mission is to provide access to a variety of locally grown, high quality, farm-fresh products direct from local producers. Our family friendly market enhances community building, fosters local business development and encourages healthy food choices in a green outdoor space.

### **Job Description:**

We are seeking an individual passionate about community, farmers markets and local foods to fill the **Farmers Market Operations Manager** position at BisMarket. This role is seasonal and part-time in outdoor working conditions and light to moderate physical duties such as walking, bending, lifting, and standing for extended periods of time.

The Farmers Market Operations Manager will be responsible for the overall management and logistics of the market such as overseeing market day set up, duration and breakdown, market layout, weekly vendor RSVPs and email correspondence, vendor payments, and information booth sales.

Must be available to work Saturdays 8am to 2pm. Hourly pay range is \$18-\$20 depending on experience. Approximately 8-10 hours a week, June through October. Ability to take time off with advance notice.

This position is open to candidates with unconventional employment history. A portion of this work will require use of the internet and personal devices such as a laptop or smartphone. A technology stipend is provided.

## Essential Functions:

1. Oversee all market day activities for BisMarket
2. Manage market set up, duration and tear down
3. Enforce all Market Rules and the tobacco-free policy
4. Work collaboratively with the Community Engagement Coordinator
5. Vendor Relations:
  - a. Recruitment, email/phone correspondence, record keeping
6. Customer Relations:
  - a. Manage coupons, incentives and food donations
  - b. Answer questions at the info booth
7. Manage all cash and card transactions and receipts
8. Comprehensive understanding of SNAP and Beet Bucks eligible items
  - a. Ensure all vendors understand SNAP and Beet Bucks process
  - b. Distribute Beet Bucks and educate customers on their use
9. Attend monthly board meetings and the Fall Vendor meeting in October.
10. Additional duties as deemed necessary

## Qualifications:

1. Exceptional organizational skills with attention to detail
2. Must possess good computer skills and knowledge of Google suite (Gmail, Calendar, Drive)
3. Strong leadership skills and self-motivated
4. Passion for local foods and businesses
5. Excellent communication skills, written and verbal
6. Experience working with diverse groups and networking
7. Management and/or customer service experience preferred

Submit your resume to [info@bismarket.com](mailto:info@bismarket.com). The application will remain open until we have found the ideal candidate.

