



BisMarket

2023 Part-Time Market Day Manager

[BisMarket](#) is seeking an outgoing individual to fill the part-time Market Day Manager position.

Essential Functions:

1. Oversee all market day activities for BisMarket
 2. Fully understand and able to enforce all Market Rules
 3. Manage market set up (beginning 8:00 am) and tear down (done around 2:00 pm)
 4. Coordinate with market day entertainment, kids activities, volunteers, and special events contacts
 5. Customer relations: manage coupons, promotions, incentives, food donations, answer questions at the information booth
 6. Social media posts to feature products, vendors, entertainment and other activities the day of the market
 7. Enforce tobacco-free policy if needed (customers and/or vendors)
 8. Manage credit/debit/EBT card machine
 9. Maintain comprehensive understanding of SNAP and Beet Bucks eligible items
 10. Distribute Beet Bucks and educate customers on their use
 11. Ensure all vendors understand SNAP and Beet Bucks process
 12. Drop off any fresh food donations to local shelter/food pantry after market close
 13. Update Local Foods Coordinator and board of directors with successes and challenges of market days
 14. Attend monthly board meetings and the Fall Vendor meeting in October.
 15. Additional duties as deemed necessary
- B. Possible duties may include:
1. Vendor relations: recruitment, email/phone correspondence, record keeping
 2. Seek funding sources and/or assist with grant writing for sustainability of markets and market manager position

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. Knowledge of and passion for local foods and goods
5. Excellent communication skills, written and verbal
6. Experience working with diverse groups
7. Marketing and networking skills
8. Efficient and appropriate use of social media
9. Management and/or customer service experience preferred

Outdoor working conditions for BisMarket. Light to moderate physical duty; walking, some lifting, standing for extended periods of time. The position is part-time, temporary, contractual. Hours are Saturdays 8am - 2pm, June through October, with potential for minimal hours throughout the week. Approximately 5-8 hours per week. Ability to take 3 Saturdays off with advance notice. Salary range is \$15-\$20 per hour depending on experience. The Market Manager position is 100% grant and community partner funded, with hopes of continued funding. This position is supervised by the Local Foods Coordinator with support from the BisMarket board of directors.

Please send a cover letter and resume to: info@bismarket.com by 5pm, April 12.