Assistant Market Manager for the College Hill Farmers Market

Application deadline: **April 4th**

Position starts: **April 11th**

**Time availability:** Expect to work up to 10 hours/week at $15/hour May 16th-October 28th. April 11th-May 13th it will be up to 5 hours/week for training. This is a part-time position with primary responsibility being the day-to-day operation of the farmers market. This will include an on-site presence at the market during all market hours including set-up and tear-down. You will report to Jodie Huegerich, UNI Local Food Program Manager and College Hill Farmers Market Manager.

The College Hill Farmers Market is a community market, sponsored by the UNI Center for Energy & Environmental Education and the College Hill Partnership. The market is located on 22nd Street between College St. and Olive St. It is open every Wednesday 4-6 p.m. from May 18th-October 26th.

**Job description**

Monday

- Place no parking signs on Monday prior to 4 p.m.

Wednesday (Market Day):

- Place directional signs advertising the market prior to noon.
- Place road block signs at College/22nd St. and Olive/22nd St.
- Properly place vendors in stalls, including assigning market stalls to daily vendors
- Ensure all rules and regulations are adhered to
- Ensure all state and county regulations are adhered to
- Answer questions for vendors and consumers
- Resolve disputes that arise
- Maintain market grounds in a safe manner
- Complete daily market reports
- Communicate market policies, activities, and rules to vendors, keeping them informed throughout the season. Bring suggestions from vendors back to the market manager.
- Conduct periodic customer counts throughout the season to assess the level of growth in market usage
• Assure the market site is clean once the market is closed and the vendors have left for the day
• Communicate weekly with the Jodie Huegerich, Market Manager
• Staff the market’s informational table
  • Welcome visitors to the market, answer questions, and provide information
  • Distribute educational material if available that week

Qualifications
• Good communication skills
• Organizational skills
• Attention to detail
• Self-motivated/self-starter
• Willing to learn about the local food system
• Passionate about the community
• Able to build relationships within the community
• Ability to think creatively
• People person with skills in diplomacy
• Social media skills or willingness to learn about social media platforms
• Experience in event planning or desire to gain experience planning events

How to apply:
Send your resume with at least one reference and brief paragraph (less than 200 words) on why you want this position and how you’d be a good fit for it to jodie.huegerich@uni.edu