

## **ATWATER VILLAGE FARMERS' MARKET MARKET MANAGER**

***Part Time Position (up to 25 hours per week; up to \$15 per hour; Sundays Work 8:00am to 4:30pm required)***

*Sustainable Economic Enterprises of Los Angeles (SEE-LA)*, is seeking a dynamic and experienced individual to manage the operation of the Saturday **Atwater Village Farmers' Market** located in the Wells Fargo Parking Lot at 3250 Glendale Blvd, open every Sunday 10AM-2PM. The Farmers' Market Manager is responsible for the overall operation of the market, recruitment and retention of farmer/vendors, communications with community organizations, farmers, volunteers and other SEE-LA managers/staff, and other Market activities and programs, all under the direction of SEE-LA's Executive Director.

### **Desirable Qualifications:**

- Experience or interest in Certified Farmers' Markets, nutrition, food assistance programs and community outreach
- Experience working collaboratively with a wide variety of individuals, businesses, and organizations
- Ability to communicate effectively with farmers, vendors, government inspectors, community members
- Computer literacy (MS Office Suite, internet applications, email marketing)
- Ability to work comfortably and effectively with diverse groups of people
- Must be able to work Sundays and have a flexible work schedule
- Excellent written and verbal communication skills
- Bi-lingual (English/Spanish) preferred

### **Major Duties:**

#### ***Farmers' Market Site – Sundays (8:00am – 4:30pm)***

- Responsible for oversight of the physical set-up and take-down of market
- Responsible for assigning vendor spaces, enforcing market rules and other pertinent laws and regulations
- Collect and confirm vendor fees and load lists
- Ensure all vendors and market site are in compliance with all applicable laws and regulations
- Interface with community, customers and vendors in a professional manner
- Process CalFresh/EBT/WIC & Market Match transactions, per guidelines of programs
- Able to handle emergencies, complaints, and customer requests
- Day of coordination for market events, as needed
- Ability to lift/carry 30 lbs.

#### ***SEE-LA Office – 1-2 Weekdays (8:30am – 5:00pm)***

- Complete weekly Market Day Sales Reports
- Contact vendors, maintain vendor files and other administrative tasks as needed
- Work with SEE-LA management and administrative staff to secure all necessary permits for operation of certified farmers' market
- Develop monthly promotional materials and update marketing packet
- Promote the farmers' market within the community, including presentations to schools, local businesses, churches, and other community-based organizations.
- Coordinate monthly events to be held at the market
- Interface with community leaders, elected officials, and community stakeholders
- Attend SEE-LA staff meetings and trainings as required

**Application Instructions:**

Please submit cover letter and resume via email to:

**E-mail:** employment@see-la.org (Subject Line: Atwater Village FM Market Manager);

Salary range dependent upon experience

**Application Deadline:**

Wednesday, May 10, 5:00PM

***SEE-LA is an Equal Opportunity Employer***