

# LAWRENCEVILLE



## UNITED

### Job Description

#### LAWRENCEVILLE FARMERS' MARKET MANAGER

Lawrenceville United is seeking a part-time Market Manager to manage and promote the Lawrenceville Farmers' Market.

#### Responsibilities:

The Lawrenceville Farmers' Market's Market Manager is responsible for the following:

- Communications for the market, including the distribution of print materials in and around Lawrenceville, managing press coverage, updating directories, and maintaining activity on social media outlets
- Vendor recruitment (previous experience working with farmers and food producers is preferred.)
- Vendor outreach and coordination, including obtaining weekly updates from vendors during the season
- Collection of dues and weekly record-keeping
- Weekly operations of the market including oversight of farmers' and managing the relationship with the market site's property owner.
- Oversee volunteers

In addition, the Market Manager is also expected to:

- Attend meetings of the LFMAC as a liaison between the LFMAC and the market/ vendors and assist the committee with research for market best practices and potential funding sources
- Engage in fundraising activities and special event planning
- Keep track of and maintain relationships with local sponsors, and special event performers

#### Requirements:

The ideal candidate should have the following skills and resources:

- Good organization skills, attention to detail, and the ability to self-direct and manage
- Ability to see the larger picture and think creatively about challenges and solutions
- Excellent communication skills, both oral and written, strong experience with electronic news publications and social media
- Ability to forge relationships with all stakeholders, including vendors, customers, active community members, and Lawrenceville business owners
- Demonstrated experience and passion for food and agriculture
- Valid PA Drivers' License
- Willingness to work Saturdays for the 22 weeks of market.
- Ability to lift up to 25 pounds

*Lawrenceville United is an equal opportunity employer, committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.*

#### Stipend:

Compensation is \$15 per hour. The Market Manager is expected to work the following hours:

Pre-season (March-May, 13 weeks)	10-15 hours per week
Season (June-October, 22 weeks)	15 hours per week
Post-season (November and December)	5-10 hours per week

#### Submission criteria:

Please send resume and cover letter to [info@lunited.org](mailto:info@lunited.org). Applications will be accepted until **February 16, 2018**.