

NOTICE TO THE PUBLIC - JOB POSTING

The City of Monroe DDA is now accepting applications for the position of Farmers Market Manager

Posted: 4/15/2021 End Date: 4/30/2021

Position Description

The Farmers Market Manager is responsible for all aspects of coordinating the Saturday Monroe Downtown Farmers Market for the City of Monroe Downtown Development Authority. They will work directly with vendors, sponsors, nonprofits, and entertainers to provide the best farmers market experience for attendees. This position will also assist the Mainstreet Coordinator with planning and execution of downtown events scheduled concurrently with the market.

Reports To

- Position reports directly to the Economic Development Director with general oversight by the Downtown Development Authority Board.

Important Working Relationships

- Regular contact with the Mainstreet Coordinator, Monroe Farmers Market Committee, and community volunteers.

Major Responsibilities

- Plan all Saturday market details including sponsor partnerships, event logistics, volunteer coordination, supplies, entertainment bookings, food demos, and other specialty market days.
- On site management of the 26 Saturday Farmers Markets, which run from the second Saturday in May through October. Arrives by 6:30 am to coordinate set-up and ensure market runs smoothly until completion at 12:30 pm.
- Manage all vendor applications, communications, scheduling, farm inspections, and reporting.
- Recruit and manage volunteers for the market.
- Promote the market through promotional materials, social media, and other communication platforms as needed.
- Organize meetings of the Farmers Market Committee.
- Assist the Mainstreet Coordinator with downtown events scheduled concurrently with the market.
- Serve on the Farm to Table planning committee to ensure annual fundraising goals are met for the market.
- Help develop new initiatives to support the strategic growth of the farmers market, downtown, and the local food economy.

Desired Skills & Characteristics

- A genuine love for farmers markets and the products and experiences they offer to the community.
- Strong communication skills.
- Strong knowledge of Microsoft Office Suite including Word, Excel, and PowerPoint.
- Experience with event planning and execution.
- Ability to lift 25-30 lbs.
- Ability to manage multiple projects and deadlines.
- Self-directed but able to work collectively with a broader team.
- Willingness to work in the elements (heat, rain, etc.).
- Ability to work irregular hours as needed, including early mornings.
- Enjoys working with people.

Compensation for this position will be a monthly stipend ranging from \$500-\$950 per month, based on qualifications and experience. The stipend is paid for 10 months to cover the market season and pre-season preparation.

Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at <https://www.monroega.com/jobs>. A resume will not be accepted in lieu of a fully completed application, but may be attached. Completed job applications must be returned to/received by City Hall at the above address, by mail to City of Monroe, attn.: Sadie Krawczyk, PO Box 1249, Monroe, GA, 30655, or by email to sadiek@monroega.gov, no later than the end date of this posting.

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place.

Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post rehabilitation, and routine fitness-for-duty (random) drug testing.