



**Durham Farmers' Market
Assistant Manager**

The Assistant Manager position is dynamic, interesting, and meaningful. Our ideal candidate will reliably complete assigned duties, as well as contribute creative ideas to further the market's mission. We seek a candidate with initiative and self-direction, as well as an ability to work collaboratively with other key players supporting the market and growing our outreach efforts through the SNAP/Double Bucks program. For more information about the Durham Farmers' Market, please visit our website (www.durhamfarmersmarket.com).

Assistant Market Manager Responsibilities

- **Attending all Wednesday and Saturday markets, year-round.** Market day duties include selling and maintaining inventory of DFM merchandise, assisting at the Information Table, providing courteous service to SNAP/Double Bucks customers, posting regularly on social media, and more.
- **Support for the Market Manager.** The Assistant Manager will assist with setup, management, and breakdown of the market. This includes processing transactions at the info table, performing assigned administrative tasks related to recordkeeping and accounting, ensuring effective coordination and communication before and during markets, and implementing safety and sanitation measures consistent with market policy. In the manager's absence, the assistant manager will perform all tasks related to running the market.
- **Volunteer Coordination.** Assist with maintaining and recruiting a robust network of volunteers. Also, train and supervise volunteers on market days.
- **SNAP/Double Bucks Program Management.** Process SNAP/EBT transactions at the market and ensure both customers and vendors are comfortable participating in the program. Maintain accurate data and records to assist with grant reporting and to track the program's progress. General office work includes keeping wooden tokens organized, tracking vendor reimbursement receipts, processing Farmers' Market Nutrition Program paperwork, and more. Regularly communicate with community partners for the Double Bucks program, including the Durham County Department of Public Health.
- **Marketing & Communications.** With the Market Manager, maintain an active social media presence for the market regarding events, products, and produce availability. Update the website as needed and write weekly newsletters.
- **Customer service.** Treat all customers and vendors respectfully and courteously, providing engaged and attentive customer service from start to finish of the market day.
- **Other duties as assigned.**

Skills & Experience Required

Candidates must:

- Be detail-oriented, dependable, and punctual
- Have an enthusiasm for local food and other products available at the market, and a passion for sharing information, recipes, and tips for cooking or food preservation
- Thrive in a fast-paced environment that requires extensive outdoor work, setup and breakdown of events, and more
- Be comfortable speaking to small and large groups of people about the market's goals and programs, including the SNAP/Double Bucks program
- Proficient with word processing and spreadsheets
- Have demonstrated proficiency with various social media platforms, including Facebook and Instagram
- Proficient with various communication platforms, including editing and/or assembling twice weekly electronic newsletters.
- Have proven customer service skills and a high-energy, positive, and friendly attitude
- Conversational level of Spanish language preferred
- A minimum of a one-year commitment preferred

Additional Requirements

The Assistant Market Manager must have:

- A computer & internet access
- Reliable transportation and a valid NC driver's license
- The ability to lift 50 pounds
- The ability to stand/walk around at the market for 7 hours with minimal opportunities to sit down
- The ability to work outside in all weather conditions, year round
- A high school diploma (Associate's or Bachelor's degree preferred)

Compensation and Benefits

- The Assistant Manager is a year-round position based on up to 30 hours/week at \$16.25/hour.
- The Assistant Manager position includes 5 days paid time off.

Please email a cover letter, resume and three references to info@durhamfarmersmarket.com