

## **Assistant Manager, Mercer Island Farmers Market (MIFM)**

Part-Time with an average of 8-12 hours per week, varying between market season (June-October) and off-season. Salary based on experience, paid hourly.

### **About Mercer Island Farmers Market (MIFM)**

The Market, located adjacent to Mercerdale Park in Mercer Island's town center, currently operates each Sunday from June through October with a Harvest Market on the Sunday before Halloween and another on the Sunday before Thanksgiving. Vendors are predominantly farmers /producers, although food trucks, prepared foods and crafters also participate. It is widely supported by the broader local community, who also enjoy the weekly live music and kids' activity table.

We are immediately seeking an Assistant Manager (AM) primarily to support operations during market hours. The AM will also be expected to contribute to other projects both during the market season and during the off-season. The AM will report directly to the MIFM Board Executive Committee, but will be supervised by the Market Manager during market hours. The Assistant Manager must be available during all market hours throughout the season, be willing and able to work outside in all weather conditions; and be able to safely lift and carry at least 50 pounds regularly. A good general fitness level is highly recommended. Must be 18 years or older.

### **Job Duties**

*The AM duties include, but are not limited to:*

- Support on-site Market operations from 7:30am-3:30pm on each Market Sunday
- Coordinate Market equipment set up and breakdown
- Train and supervise Market volunteers
- Ensure vendor compliance with health, fire and safety codes
- Oversee Information Booth as needed
- Assist with traffic control and Market safety as needed
- Work closely with and serve as back-up for Market Manager
- Manage MIFM website and publish periodic newsletter
- Manage social media presence to bolster community awareness

## Assistant Manager, Mercer Island Farmers Market (MIFM)

### Desired Qualifications

- Demonstrated experience supporting farmers, local agriculture and sustainable food systems
- Creative writing skills
- Volunteer coordination experience
- Interest in market development activities and outreach campaigns

### To Apply:

Send resume and cover letter to [board@mifarmersmarket.org](mailto:board@mifarmersmarket.org). Please include "Assistant Manager Application" in email subject line.

Learn more about us at <http://mifarmersmarket.org/>