

Job title: Farmers Market Manager
Reports to: Director of Operations, Market Manager
Status & Pay: Part-time, non-exempt
Hourly rate: \$25/hour

Overview:

The Boston Public Market Association, the registered 501(c)(3) not-for-profit organization that developed and operates the Boston Public Market, is seeking a Farmers Market Manager to oversee operations of the Dewey Square Farmers Market on The Greenway (Tuesdays, June – November). The Manager will be responsible for all aspects of market operations during the season, as well as some part-time, administrative duties with the Boston Public Market Association team.

This is a seasonal position from May to November. The Manager will need to commit to roughly 12 hours each week during the market season. This will be made up of: Farmers Market hours (Tuesdays, 9am - 5pm, June - November) and 3 hours each week in the BPMA office to meet with the BPMA team and complete any office work or training. Additional hours are possible on an as-needed basis as an on-duty manager at the indoor Boston Public Market location. Inquire for more information if interested.

The Manager will coordinate market set-up and break-down, and ensure smooth and safe market operations. They will manage vendor relationships and support vendors, customers, and partner organizations by providing information and addressing concerns. They will be knowledgeable about programs such as the Supplemental Nutrition Assistance Program (SNAP), HIP, and Farmers Market Coupons and operate the SNAP/EBT program. They will also work with BPMA staff members and interns to help promote the market.

General Requirements:

- Available during all market hours throughout the season.
- Willing and able to work outside in all weather conditions, and able to safely lift and carry at least 50 pounds.
- Ability to work independently as well as with the team of volunteers, interns, and BPMA staff members.
- Ability to communicate effectively with a variety of people, including: customers, vendors, partner organizations, volunteers, city officials, and BPMA staff.
- Reliable, self-motivated, and positive with excellent customer service skills.
- Good problem-solving, organizational, and time-management skills with strong attention to detail.
- The ideal candidate will be an enthusiastic advocate of the local food movement and Massachusetts agriculture.

Responsibilities:

Specific responsibilities will be determined by the needs of the customers, our partners and the vendors at the market. Generally, the Farmers Market Manager is responsible for the following activities:

MARKET OPERATIONS

- Coordinate market set-up and break-down. Coordinate set-up for any special events, such as cookbook signings, entertainment, etc.
- Staff the BPMA tent during market open hours, providing information to customers and vendors, and running the EBT/Credit Card machine.
- Handle emergencies and safety/security concerns as they arise. Manage conflict between vendors and/or customers respectfully, fairly, and confidentially.

GENERAL MARKET SUPPORT

- Assist vendors, community representatives and customers by providing market-related information, and general aid as appropriate.
- Enforce adherence to market rules by both customers and vendors.
- Provide information to shoppers and vendors about methods of payment accepted at the markets, including SNAP/EBT, HIP and Farmers Market Coupons.

OUTREACH AND MARKETING

- Work with BPMA staff and partners to promote the market by contributing to social media posts, weekly email newsletters, and promotion in the community.

How to Apply:

Please send your letter of interest and resume to gcassara@bostonpublicmarket.org.

Applications are reviewed on a rolling basis. The position will remain open until filled. The Boston Public Market Association is an Equal Opportunity Employer.