

Gladstone DDA Farmers Market Coordinator

Support:

- Funding in the amount of \$2,000 is available for the Market Coordinator position
- City Staff will be available to support Market Vendors in setting up and breaking down tents, tables and signs
- City Hall Staff will be available to assist with the creation, copying and distribution of Market materials
- The DDA will serve as the governing board for the position

Duties:

- Participate in vendor selection
- Manage vendor enrollment & create vendor schedule
- Work with vendors and DDA to establish and follow rules, policies, fees and any other proposed changes to the general operations of the market
- Manage Market Schedule-Times, locations, dates of Market
- Schedule regular market activities which may include cooking demonstrations, kid's activities, music and consumer information tables.
- Manage process for utilizing Double Up Bucks and SNAP programs and process transactions for those programs if utilized.
- Direct staff assisting with set up and break down of market equipment
- Assist with marketing outreach efforts for market
- Manage Market budget including collection and deposit of vendor fees, submit check requests on a timely basis, and other market related paperwork.
- Provide special requests and market productivity information to DDA
- Serve on the DDA Farmers Market Committee

Expectations/Qualifications:

- Market season will run from May through October
- Ability to develop good team relationships with volunteers, vendors, shoppers and staff
- Basic computer skills
- Knowledge of event planning, budgeting and basic market products.
- Applicant selected may not serve as both the facilitator and a vendor in the Market
- Must be energetic and creative to insure continued growth of the Gladstone Farmers Market.