

JOB POSTING

POSITION TITLE: Assistant Market Manager – Fulton Street Farmers Market

About the Fulton Street Farmers Market

Established in 1922, the Fulton Street Farmers Market offers locally-grown fruits and vegetables, meats, eggs, plants, and home-made arts and crafts. The market is open four days a week, Tuesdays, Wednesdays, Fridays and Saturdays from 8 a.m. to 3 p.m. from May until Christmas and Saturdays January through April.

The Market is located in the Midtown Neighborhood and is operated by the Neighborhood Association. The City of Grand Rapids Parks and Recreation Department provides this venue as a service to the residents of Grand Rapids.

Currently, we are seeking qualified candidates for a **Part Time Assistant Market Manager Position**.

Position Duties

The Assistant Manager will be responsible for assisting the Market Manager in the management, coordination and supervision of daily Market business and operational activities. The position requires approximately 20 hours/week from May to November. Tasks include, but are not limited to:

- Working with multiple committees and board of directors
- Ensuring adherence to market rules by vendors and customers
- Answering new vendor inquiries and customer questions
- Assisting customers using Credit/Debit and Bridge Cards/Double Up Food Bucks
- Assisting in the public phase of Capital Campaign
- Light Custodial and Ground Maintenance Duties
- Intern and Volunteer supervision
- Event Management/Coordination
- Updating the “In Season” segment on therapidian.org

Attention to detail, excellent customer service skills and the ability to interact with diverse groups of people required. Software skills desired include Microsoft Office (Word, Excel, Publisher), database and spreadsheets and Internet. Proficient oral and written communication skills required. Knowledge of market management, agricultural practices and/or local food systems is a plus. This position requires irregular schedules, including evenings, weekends and holidays. Four year degree preferred.

Submit cover letter and resume to Melissa at: 1147 East Fulton, Grand Rapids, MI 49503 or fultonstmarket@sbcglobal.net. Deadline is 5:00 p.m., Friday, March 11, 2011. Midtown Neighborhood Association is an Equal Opportunity Employer.