



Lane County Farmers Market Market Manager Assistant Job Description

150 Shelton McMurphey Blvd., Suite 204, Eugene, OR 97401
(541) 431-4923 lanecountyfarmersmarketoffice@gmail.com

Position: Market Manager Assistant

FTE: part-time seasonal, non-exempt
(20-25 hours/week)

Compensation: \$17.00 per hour

Reports to: Market Manager and Office Manager

Duration: February through December, Tuesdays,
Fridays, Saturdays required.

Background:

The *Lane County Farmers Market* (LCFM) is our area's oldest and largest farmers market, and can trace its beginnings back to the Eugene Producers Market, which began in 1915. Today, the Market is an important element of Lane County's economic and cultural infrastructure and its location in downtown Eugene makes it an essential sales venue for farmers and food producers throughout our area. Currently LCFM operates for eleven months out of the year and hosts over 85 local growers as well as some processed food and beverage vendors. The Market's mission is to preserve and strengthen the local farm and food economy by providing vibrant public marketplaces for farmers, food artisans and our community.

Position Description: Market Manager Assistant

The Lane County Farmers Market is looking for an outgoing, energetic, dynamic and dedicated person to assist both the Market Manager and the Office Manager in day-to-day office and administrative duties, and with site responsibilities on the day of markets. The preferred candidate will have excellent organizational skills and attention to detail, and the ability to efficiently organize electronic and paper files. Excellent customer service, written and verbal communication skills are required along with strong computer skills. Knowledge of Microsoft Word & Excel, and Google Suite is required. This person would run the market cash register sales and information booth on days of market. In addition, the person will assist the Market Manager with set up/tear down operations of the market. This candidate will have the natural ability to build and maintain rapport with vendors and customers. Must be physically able to lift 50 pounds and be able to stand and walk for long periods of time on pavement and willing to commit to working on Saturdays and Tuesdays for the season. Passion for farm and food issues is a plus!

Position Responsibilities:

- Assist Market Manager with unloading booth and sales equipment from truck
- Assist Market Manager with set up of tents, tables, chairs, and registers for information booth

- Accurately key token redemptions into cash register and handle cash and change for vendors
- Accurately key sales into credit/debit/ebt machine
- Accurately distribute and collect market currency to customers and vendors
- Assist Market Manager with take down and pack up of market tents/equipment
- Assist Market Manager with site clean up duties
- Assume Market Manager role on site when necessary
- Organize resources for vendors
- Filing; copying
- Run various office errands as needed including bank deposits/cash pick ups
- Assist Market Manager with weekly site market paperwork and token counts
- Assist with data gathering in excel
- Assist and organize mailings as needed
- Assist in fielding customer and vendor calls
- Assist with social media postings as needed
- Miscellaneous tasks as directed by Market Manager

Required skills and qualifications:

- Previous cashier experience required
- Accuracy in keying transactions
- Strong customer service skills
- Must be responsible, dependable and display a high level of integrity
- Ability to work independently, while functioning as part of a team
- Valid driver's license and clean driving record
- Previous office experience
- Strong computer skills
- Strong organizational skills

How to apply:

Please send current resume, a letter describing your interest and experience relevant to this position, and the names and contact information for three references to: alexis@lanecountyfarmersmarket.org

Position open until filled.

Employment and eligibility for benefits at LCFM shall be without regard to race, color, religion, national origin, age, sex, gender identity, sexual orientation, marital or familial status, physical or mental disability, legal source of income, or any basis prohibited by law.