



Job Title Assistant Market Manager

General Duties and Responsibilities:

- Be present for hours of operation:
 - Saturdays 6:45am - 1:00pm, May through October
 - Also may work some Tuesdays 4:15pm - 7:30pm, June through September
- Assist Manager at each market to ensure that all market rules are followed by vendors and customers.
- Assist Manager to ensure the market runs smoothly.
- Set up and take down each market with market staff.
- Assist with collecting First Come First Serve vendor dues at each market.
- Assist with completing all market binder forms at each market: Accounting Form, SNAP Reporting Form, Vendor Tracking Sheet, Merchandise Tracking Sheet, and Musician contract.
- Assist Manager in calculating reimbursement to vendors for any market tokens that they have accepted (SNAP, Double SNAP, and MFM Tokens).
- Assist customers in obtaining cash and EBT/Double Snap tokens using the Clover machine.
- Assist Manager in preparing informational table and selling Market products (t-shirts ,etc)
- Assist with recruitment of new vendors to sell at MFM markets.
- Purchase supplies, merchandise, market materials, etc as needed.
- Other duties as assigned by the Manager.

Skills Required:

- Excellent oral and communication skills and ability to communicate with a diverse group of people
- Well organized with attention to detail and ability to carry out tasks independently
- Experience using Google Drive, Facebook, and Instagram is preferred
- Professional demeanor

Pay Structure:

- Saturday market rate: \$125 per market