



**Job Title:** Market Co-Manager: Communications

*NOTE: Market management is shared with the Market Co-Manager: Program & Operations*

**Market Day/Week Duties and Responsibilities:**

- Be present for hours of operation:
  - Saturdays 6:45am - 1:00pm, May through October
  - Tuesdays 4:30pm - 7:30pm, June through September
- Set up and take down each market with market staff.
- Oversee each market to ensure that all market rules are followed by vendors and customers.
- Oversee assistant market managers and assistants to ensure the market runs smoothly.
- Collect First Come First Serve vendor dues at each market.
- Complete all market forms at each market: Accounting Form, SNAP Reporting Form, Vendor Tracking Sheet.
- Write checks to vendors at each market to reimburse them for any market tokens or other program payments that they have accepted (SNAP, Double SNAP, and MFM Tokens, Senior Coupons, Prescription Produce Vouchers).
- Complete bank deposit after each market.
- Promote the market on social media during weeks working at the market.
- Respond to emails and calls to market cell phone in a timely manner during weeks working at the market.
- Assist board members with any requests during weeks working at the market

**Specialized Duties and Responsibilities:**

- Recruit new vendors to sell at MFM markets in partnership with Co-Manager: Program & Operations.
- Plan the pre-season vendor meeting, in partnership with the board and Co-Manager: Program & Operations.
- Work with the board of directors to plan overall marketing strategy
- Primary responsibility for social media planning and execution.
- Ensure market information is available to the public via press releases and inclusion on local calendars.
- Write and distribute email newsletters at least twice per month.
- Maintain the farmers' market website, [www.missoulafarmersmarket.org](http://www.missoulafarmersmarket.org).
- Primary responsibility for monitoring market email accounts.
- Ensure that gift certificates purchased on the website are distributed to recipients.

- Primary responsibility for board relations, including attending board meetings as requested.

**Skills Required:**

- Excellent written and oral 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
- Proficient in utilizing social media platforms and computer programs
- Professional demeanor

**Experience or Special Skills Desired:**

- Previous market management experience
- Previous experience as a business owner or vendor
- Previous experience with non-profit and/or volunteer management
- Knowledge of local community organizations and farmers

**Pay Structure:**

- Saturday market rate: \$175 per market
- Tuesday market rate: \$150 per market
- Hours worked outside of the market hours of operation are limited and hourly pay rate is to be decided upon at hiring.