

Klamath Falls Farmers Market Association (KFFMA) Market Manager Trainee Job Description



Organization Description:

KFFMA was established as a non-profit in 2000 to support small farmers and agriculture in the Klamath Basin and surrounding counties. Its main purpose is to facilitate the promotion and sales of local and regional food and artisan products at the Klamath Falls Farmers Market (KFFM). KFFM typically runs from the end of May to the end of October on Saturdays in downtown Klamath Falls (9th and Klamath).

Position Summary:

The role of the Market Manager Trainee is to learn about and assist with all aspects of market operation with attention to “day of market” operations. The Market Manager Trainee is supervised by the Market Manager and reports directly to the KFFMA Board of Directors. Upon satisfactory completion of 6 months on the job, the Trainee will be eligible for promotion to the Market Manager position in 2025 (*Note: Salary for 10 month Market Manager position is expected to be \$12,000-20,000*).

Hours: Position is part-time, 6 months (24 weeks, mid-May to mid-November), averaging 12 hours per week. Work on Saturday during market days is required.

To Apply: E-mail resume and description of how candidate meets job requirements to: Patty Case, Board VP at casep5510@gmail.com. Position will remain open until filled.

Compensation: \$5,000

Job Duties:

1. Assists with set up, tear down and cleanup on 24 market Saturdays. Remains onsite from approximately 6:30 am until 2:30 pm. Market hours are 9 am to 1 pm.
2. Assists in preparing vendor booth assignments each week.
3. Assist in set up of Market Booth ensuring all supplies and staff/volunteers are in place.
4. Assists in managing part time staff, interns and volunteers on market day.
5. Knows which payments are accepted at the market (EBT exchange, DUFEB, etc).
6. Knows how to correctly administer all Nutrition Incentive and SNAP/EBT programs.
7. Assists with resolving conflicts if they arise on market day between all parties.
8. Helps implement emergency procedures if needed on market day.
9. Knows which licenses, permits, insurances, and vendor guidelines are required by the market.
10. Assists with financial transactions and reporting.
11. Helps address needs of market vendors, potential vendors and non-profit organization on market day.
12. Assists with data collection on market performance such as customer/vendor input, aggregate sales, market attendance.
13. Assists with coordination of special market events such as 25th Anniversary Celebration.
14. Helps build positive community relationships in support of the market.
15. Assists with marketing such as website, social marketing, fliers, press release and newsletter.
16. Assists with end of the year reporting.
17. Attends monthly Board of Directors meetings.

Job Requirements:

1. Works independently.
2. Works outdoors in all weather conditions.
3. Demonstrates strong organizational skills with attention to detail.
4. Demonstrates strong oral and written communication skills with a diversity of people.
5. Able to maintain calm, solve problems and multi-task in a busy environment.
6. Able to safely lift and carry loads up to 50 pounds.
7. Able to use basic accounting and computer software.
8. Passionate about local food, agriculture and/or community development.