



## **Posting Details:**

Organization: Jackson Downtown Development Authority

Position: Market Manager, Grand River Farmers Market

Posting Date: January 26, 2023

Closing Date: Until filled

Starting Date: Immediately

Compensation: hourly, to be negotiated

## **Job Description:**

Part-time farmers market manager for on-site market operations at our Friday and Saturday outdoor farmers market. Market hours are 9 am – 2 pm, Fridays and Saturdays, late May through October. 15-18 hours per week (during market season, on average). 5-7 hours per week (off-season, November – May).

Responsibilities include:

1. Represent the DDA on-site for every market day, arriving early to set-up the market tent and help vendors with their set-up needs
2. Manage various on-site food assistance programs for customers and vendors
3. Assist with quarterly reporting for various state and federal agencies
4. Serve on farmers market committee
5. Assist with social media posts on various platforms (Facebook, Twitter, Instagram)
6. Assist with various communications to farmers/vendors (emails, newsletters, etc.)
7. Act as an ambassador for the City of Jackson, the Downtown Development Authority, and the Grand River Farmers Market.

The Grand River Farmers Market is located in downtown Jackson at the corner of Louis Glick Highway and Mechanic Streets.

## **Requirements:**

Interested candidates should have knowledge of farmers markets and a passion for fresh food, nutrition, and the city of Jackson. Experience with food assistance programs and credit card processing is a plus, but not required. Applicants must show excellent written and verbal communication skills, and be able to handle multiple tasks at once. Some heavy lifting is required.

## **How to Apply:**

Please submit a resume, cover letter, and City of Jackson employment application to:

Cory Mays

Executive Director, Jackson DDA

[cmays@cityofjackson.org](mailto:cmays@cityofjackson.org)

*City of Jackson employment application can be found here:*

[https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhBYpwuIG-JgUPDocf1VJMH7J0WRLmGKv9LSxQ-AW0cyLsDU-m-cQo3iU7B4CAgxZAs\\*](https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhBYpwuIG-JgUPDocf1VJMH7J0WRLmGKv9LSxQ-AW0cyLsDU-m-cQo3iU7B4CAgxZAs*)

## **Questions:**

Please call (517) 768-6461 or email [cmays@cityofjackson.org](mailto:cmays@cityofjackson.org)

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