

Williamsburg Farmers Market – Assistant Market Manager

Williamsburg Farmers Market is seeking a qualified professional to fill the position of assistant market manager. The assistant market manager provides administrative, marketing, and bookkeeping support in addition to assisting and facilitating farmers market activities per the identified mission and goals and works under the direct supervision of the market manager.

Qualified applicants must have the following:

- High School Diploma or GED equivalent
- Strong working knowledge of Microsoft Office, especially Excel
- Strong working knowledge of QuickBooks
- Ability to work with diverse groups, including the Board of Directors, Market vendors, volunteers, customers, and community businesses and organizations
- Must be able to work Saturdays

Preferred Qualifications:

- Point of Sale System Experience
- Experience with social media and Canva
- WordPress
- Accounting or bookkeeping experience

This is a 25 hour per week, part-time, non-benefitted position.

Compensation: \$18/hour

To apply: Send your resume and cover letter to Tracy Frey at therner@williamsburgva.gov by January 19, 2024.

Assistant Market Manager Job Description

Job Title: Market Assistant, Williamsburg Farmers Market

Reports to: Market Manager

Summary:

- Provides direct administrative support to the Market Manager.
- Assists and facilitates activities of the Williamsburg Farmers Market following the identified mission and goals.
- 20–25 hours per week; mostly in the office Monday through Friday, with 10 Saturdays required during market season.

Responsibilities:

- Vendor application process:
 - Receive, organize, and review applications
 - Send application status updates to new and returning vendors
 - Use mail merge to send acceptance and decline letters
 - Update spreadsheet with updated documents
 - Scan and file applications
- Market record maintenance:
 - Scan and file documents
 - Document vendor fees

- Accounts receivable:
 - Document and invoice vendor fees
 - Receive and deposit vendor payments
 - Communicate and collect past-due payments
- Marketing:
 - Prepare ads
 - Update social media and event calendars
 - Update events on the website
- Volunteer coordination:
 - Recruit volunteers through email, social media, and in-person recruiting events
 - Schedule and communicate with volunteers
 - Update volunteer handbook
 - Assist with volunteer recognition events
- Board meetings:
 - Assist with preparing the agenda
 - Attend meetings
 - Take minutes
 - Prepare meeting materials
- Saturdays
 Perform functions of market manager 10 Saturdays a year:
 - Assist vendors in locating assigned spaces
 - Assist token coordinator with customers
 - Check in volunteers and guide them in their volunteer roles
 - Provide fantastic customer service to both vendors and market guests.

Qualifications:

- A solid working knowledge of QuickBooks, Microsoft Office, including Excel is required.
- Strong communication skills.
- Ability to work with diverse groups, including the Board of Directors, Market vendors, volunteers and customers, and community businesses and organizations.
- Enthusiasm for the Market is paramount.

Salary:

Compensation will be paid bi-weekly at \$18.00/hr. This hourly position is supervised by the Market Manager and approved by the Board of Directors.

Contact:

Email cover letter and resume to therner@williamsburgva.gov