

# RURAL HUMAN SERVICES JOB DESCRIPTION

Revision Date 030226

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| <b>JOB TITLE:</b><br>COMMUNITY ARTISAN MARKET MANAGER  |  | <b>DEPARTMENT:</b> AMDIN        |
| <b>LOCATION:</b><br><br>RURAL HUMAN SERVICES   | <input checked="" type="checkbox"/> part-time:<br><br><input type="checkbox"/> full-time |                                 |
| <b>REPORTS TO:</b><br>Title: EXECUTIVE DIRECTOR  |  | Jobs reporting to this position |
| <b>SHIFT:</b> Days and Times may vary  |  |                                 |
| <b>GENERAL DESCRIPTION ("WHAT THE JOB IS CREATED TO DO")</b><br>The Community Artisans Market Manager is ultimately responsible for the operations, planning and compliance oversight specific to a Certified Farmer's Market, in the state of California. Responsible for organizing and reporting to the state, program oversight, and documentation of all procedures, compliance and community collaboration. The Community Artisan Market Manager is supervised by Rural Human Services Executive Director or whom ever is appointed by the RHS Board of Directors.   |  |                                 |
| <b>ESSENTIAL DUTIES (What do you have to be able to do to achieve the desired results of your job?) Consider how will the performance of the job be measured in listing the duties?</b>  |  |                                 |
| <ol style="list-style-type: none"> <li>1. Provide on-site management of the operations of the RHS Community Artisan Market. Serving as main on-site enforcer of market rules and regulations.</li> <li>2. Ensure that the market's operation is in compliance with state law, health regulations, and market rules.             <ol style="list-style-type: none"> <li>a. Collect and process vendor fees, reimbursements, and other paperwork.</li> <li>b. Collect and track market data for the completion of weekly market reports.</li> </ol> </li> <li>3. Maintain a Community Artisan Market / RHS information booth at each market.</li> <li>4. Facilitate EBT transaction for participating customers and reconcile tokens at the end of the market day.</li> <li>5. Set up, break down, and take care of market operations equipment.</li> <li>6. Ensure that vendors are in the correct stalls, markets and non-profit booths are properly located, and on-site signage is installed.</li> <li>7. Make sure market area is clean, safe from potential hazards, and cleaned at the end of the day.</li> <li>8. Make sure market operations occur in a timely manner.</li> <li>9. Assist in the coordination of market special events.</li> <li>10. Provide the highest level of customer service to vendors and shoppers.</li> <li>11. Scheduling of vendor's attendance and assigning market stall spaces.</li> <li>12. Research and writing of grants.</li> <li>13. All statistical and financial reporting to local, state and federal agencies.</li> <li>14. Annual budgeting.</li> <li>15. Supervise all volunteers for the market.</li> <li>16. Maintains all grant operations and has fiscal determination for grant expenditures.</li> <li>17. Develops all outreach plans, community coordination and spending plans.</li> <li>18. Able to tow the cargo trailer with any vehicle.</li> <li>19. Other duties as assigned.</li> </ol> |  |                                 |
| <b>QUALIFICATIONS</b>  |  |                                 |
| <ol style="list-style-type: none"> <li>1. Knowledge of English grammar, usage and spelling.</li> <li>2. Able to pass a background check and drug screening test.</li> <li>3. Provide Valid driver's license, DMV printout and automobile insurance.</li> <li>4. College degree in Management or minimum 3 year's experience in related field.</li> <li>5. Certified in CPR/First Aid.</li> <li>6. Knowledge of financial / budget requirements.</li> <li>7. Management skills.</li> <li>8. Willingness to show initiative and creativity.</li> <li>9. Demonstrated track record of successful collaboration and community building.</li> <li>10. Knowledge of and passion for farmers markets, nutrition issues, local food, and food system change desirable.</li> <li>11. Willingness to work any day of the week.</li> <li>12. Ability to organize and run projects with minimal supervision.</li> <li>13. Perform training and making presentations.</li> <li>14. Good listening skills.</li> <li>15. Able to lift up to 50lbs continuously</li> <li>16. Able to become certified as a Community Artisan Manager with the state of CA</li> </ol>   |  |                                 |