



## EMPLOYMENT OPPORTUNITY

### Market Manager, Steveston Farmers & Artisans Market

Applications are being accepted for the contract position of Market Manager, Steveston Farmers and Artisans Market (SFAM). Reporting to the Steveston Community Society Board of Directors, the Market Manager is responsible for the effective management and operation of a Sunday bi-weekly public market, outdoor in the summer, and indoor during the winter.

#### Job Requirements:

##### Administrative:

- Ability to work independently from home, and in partnership with other Society staff when required.
- Experience working with Microsoft Office – Word, Excel and email
- Strong marketing abilities; social media savvy.
- Well organized and strong ability to maintain detailed records.
- Strong communication skills: ability to respond to all market applicants and vendors by phone and email in a timely manner, and providing full support effectively and efficiently
- Communicating with the SFAM committee and/or the Board of Directors as needed or required, including submitting a monthly written report to the Board; required to attend all SFAM committee meetings, and monthly board meetings as requested or required.
- Effectively manage the SFAM operating budget in cooperation with the board treasurer and market committee; some bookkeeping or accounting skills an asset.
- Strong interpersonal skills: ability to effectively deal with public, volunteers, vendors and other participants; strong conflict resolution skills; media liaison when requested.
- Experience working with not-for-profit, community, volunteer and agriculture-based groups is an asset.
- Minimum Grade 12 or equivalent education.

##### Practical:

- Valid driver's license.
- Physically fit and able to lift up to 10kg during set up and take down of market assets
- Ability to think on your feet and make quick decisions; ability to delegate and work cooperatively with the market volunteer team and other market staff.
- Soliciting and maintaining vendors, entertainers and community groups to the market, with a strong focus on growth.
- Strong knowledge of issues in agriculture today, and how Farmers Markets address those issues; strong knowledge of Richmond and neighbouring communities, including a grasp of the agriculture in these areas.
- Community involvement, experience in community development and event planning
- Food Safe and/or Market Safe training an asset but not required.

Contract fee and hours of work to be negotiated.

**Please email your cover letter and resume to:**

Steveston Farmers and Artisans Market  
Attn: Market Manager Hiring Committee  
4111 Moncton Street  
Richmond, BC V7E 3A8

email: [society@stevestoncommunitysociety.com](mailto:society@stevestoncommunitysociety.com)

**Deadline to apply: Monday, April 29, 2013 by 5:00pm**

We thank all interested applicants, however only those candidates selected for an interview will be contacted.