

Eupora Farmers Market

Assistant Market Manager Job Description

The Eupora Farmers Market is a community market supported by the Eupora Economic Development and the Mississippi Department of Agriculture and Commerce.

The Assistant Market Manager is a part-time position whose primary responsibility is on the day of the Market during market hours. The assistant manager reports to the market manager and the Eupora Economic Development Market Director. In addition, the assistant manager represents the market to consumers and the community.

Duties:

- Vendor booth assignment and maintain vendor location map.
- Arrive before (by 3 p.m.) market vendors arrive and remain throughout the market day to:
 1. Place vendors in stalls, including assigning market stalls to daily vendors.
 2. Place market signs and parking signs.
 3. Ensure all rules and regulations are adhered to.
 4. Ensure all state and county regulations are adhered to.
 5. Answer questions for vendors and consumers.
 6. Resolve disputes that arise.
 7. Safely maintain market grounds.
 8. Assist with the market manager's booth. Including the market's EBT program, Farmers' Market Nutrition Program (FMNP)
 9. Solicit entertainment for market days and sponsors for the entertainment.
 10. Assist with the entertainment and activities at the Market.
 11. Conduct periodic customer counts each market day to assess the level of growth in market usage.
 12. Assist Vendors with taking down booths and loading vehicles.
 13. Assure the market site is clean once the market is closed and the vendors have left for the day. Manager's Booth supplies are put away, trash pick-up is done, etc.

Qualifications:

Ability to think creatively.

People person with skills in diplomacy

Good communication skills

Self-motivated

Passionate about the community and local agriculture