

Jamestown Renaissance Corporation

I. Position Data:

Title: Jamestown Public Market Manager
Hours: Full time
Salary: Exempt, Commensurate with experience
Supervisor: Executive Director

II. Position Summary:

The Market Manager leads the market initiative. He or she plans and coordinates all activities and promotional efforts for the Jamestown Public Market, including the mobile market, in order to draw local residents and visitors to the market, adding to the development of downtown as a vibrant setting for commercial and residential uses. In addition, this person works with other staff to support JRC activities, downtown businesses, neighborhood revitalization, and events organized by JRC or its partners.

III. Position Responsibilities and Duties:

- Administration of vendors
- Facilitate the market each week (help with set up/take down, administer EBT machine, troubleshoot issues with vendors)
- Complete invoices for vendor reimbursement
- Acquire sponsorships for market, activities related to market
- Create and distribute weekly press releases to local media
- Distribute posters and other print media
- Maintain and frequently update JPM social media outlets
- Purchase produce from auction
- Drive mobile market van and sell produce in identified target areas
- Complete reports as needed (USDA, EBT, etc.)
- Other duties as assigned by Executive Director

IV. Ideal candidates will possess:

- Passion for promoting local agriculture and small business
- Strong written and verbal communication skills; ability to network and build relationships
- Computer skills: Microsoft Office Suite, Social Networking
- Ability to lift and carry 40 lbs.
- Culinary/food background
- Valid driver's license and reliable vehicle
- Ability to work outside the normal work schedule as needed (Saturdays during market season)
- Preference given to bilingual candidates (Spanish)