



Market Coordinator Position

Reports to: The Board of Directors

Employment status: Part-time, up to 15 hours/week

Compensation: \$17/hour

Timeframe: May 13 to October 17, with the possibility of extension

Position & Market Overview

The Goshen Farmers Market (GFM) is entering its 4th season. Our vision is to create a vibrant space that brings neighbors together to foster a sense of home and a thriving community, connected around local farmers and artisans. Located at the Goshen Community Building, the market will run every Thursday evening from May 9th to October 17th from 5:00-7:30pm.

The GFM is a weekly market that requires a degree of planning and coordination. This position would be responsible for the weekly operations of the market. This position will also provide insight to the board on the performance of the market & status of vendors, and contribute to the vision & direction of the market. There will be a heavy focus on increasing accessibility of our market to our community, through federal programs like SNAP and Double Your Dollar, piloting an additional market day once per month to our regular season, and exploring alternative customer pickup opportunities for select GFM vendor goods.

Responsibilities & Duties

Recruit and accommodate market vendors.

Recruit and train volunteers to assist with day-of-market tasks.

Coordinate musicians and food options.

Plan and coordinate all elements of up to two event days.

Order and promote the sale of GFM merchandise.

Oversee and manage all market days.

Operate the market information booth during market hours.

Record and monitor market sales.

Engage positively with customers, vendors, volunteers, and musicians.

Promote the market through major social media outlets.

Report in a monthly meeting to the market board of directors on specific metrics and goals, overall market successes, and areas for improvement.



Qualifications

Availability on Thursdays from 3:00 pm to 8:00 pm

Clear and concise oral & written communication skills

Attentive to detail

Ability to manage many moving parts at once, sometimes under pressure

Ability to problem-solve under pressure

Overall positive demeanor and attitude

Willingness to be the face of the organization to vendors & customers

Experience using Facebook & Instagram

Proficiency in Microsoft Excel & Word

Proficiency in Canva, preferred

Ability to lift 35 pounds, preferred

To apply for this position, please send a cover letter and a resume to
thegoshefarmersmarket@gmail.com ATTN: Market Coordinator.

If you have experience with content creation, please also provide a few examples of your previous work.

We will review applications and interview candidates on a rolling basis.

The deadline to apply is April 15