



CASCADEMARKETS.ORG

PO BOX 2184, LEAVENWORTH, WA 98826
INFO@CASCADEMARKETS.ORG | 509-885-3474

LEAVENWORTH MARKET-DAY MANAGER

GENERAL DESCRIPTION

This is a great job for a recent graduate, a parent, a retiree or anyone with an interest in food-access, market-farming, public health or community programming! Perks often include fresh local produce!

The Market-Day Manager is a seasonal role, responsible for day-of management of the weekly (Thursday) farmers market in Leavenworth and, at a minimum, occasionally covering management shifts at the Cashmere Market on Sundays. The Manager reports to the Executive Director and is overseen by the Board of Directors.

This position is a unique job for an energized person! On market day, the Manager is the main point of contact for our vendors and customers, so they must have great communication skills. **The Manager will often be the senior-most employee of Cascade Community Markets on-site**, so they must be a natural problem solver, self-motivated, and highly reliable. Our markets are an essential food-access point for our communities, so our Manager must be committed to the service of others.

We value work-life balance for our employees and aim to hire an awesome group of team-players for the 2023 season to ensure time-off needs are met for everyone. Our markets are growing fast and we may be able to accommodate additional shifts or hours for tasks that a Manager may want to gain experience in.

SCHEDULE & HOURS

The minimum schedule for this position is 7-8 hours on Thursdays, from 1:30pm - 8:30pm, plus the ability to cover at least 2-3 Manager shifts in Cashmere over the course of the season (Sundays, roughly 7am - 2:30pm). On Sunday shifts, the Manager is the only employee of CCM on site. **The season for this position is June 1st - October 12th.**

COMPENSATION & BENEFITS

Hourly, \$18-20/hour DOE. This position will accrue WA standard paid sick leave at a rate of 1 hour per 40 hours worked. An end of contract bonus may be considered by the board for superior performance.

REQUIRED QUALIFICATIONS

- Commitment to at least 17 of 20 **Thursday shifts June 1st - October 12th are required**
- Comfortable working with people of diverse economic, cultural, and social backgrounds
- Self-motivated individual, with demonstrated ability to take initiative at work
- Outstanding professional communication skills
- Prior leadership experience
- Demonstrated ability to communicate boundaries, give and receive constructive feedback
- High school graduate required; higher education preferred
- Ability to lift 40 pounds

DESIRED QUALIFICATIONS

- Ability to speak some Spanish
- Farming, food access, or farmers market experience is a plus!



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RESPONSIBILITIES

At a minimum, the position requires Market-Day Management on Sundays, including:

- Directing market set-up: assisting vendors to their booth locations, setting up the market-owned booth(s), and facilitating musician set up, opening/setting up bathroom facilities
- Attending to the Manager Booth: handling SNAP payments and tracking SNAP Match distribution, handling credit card processing for manager-booth sales, assisting vendors with day-of-market concerns, checking in with vendors
- Overseeing market breakdown: collecting & tracking alternate currencies, ensuring the market space is thoroughly cleaned up, packing up market booth(s), locking up the trailer, bathrooms, and facilities
- Holding vendors accountable for adherence to market rules and regulations.
- Tracking & recording sales categories from the Manager Booth: Credit Card Tokens, EBT Tokens, Merch, etc.
- Submitting a brief daily market report to the Executive Director
- Supervising Market Assistant and any market day volunteers
- Setting up and managing occasional youth and family programs and special events at the Market

Other job requirements include:

- Attending standard market-management trainings, such as EBT, SNAP Match or FMNP training
- Assisting with promotional or fundraising events
- 4-6 hours of assisting the director in preparation or execution of the annual fundraiser in August

TO APPLY

Please email a resume and cover letter addressing your interest and qualifications to Executive Director Cali Osborne at cali@cascademarkets.org. Position is open until filled, but we hope to fill the position by May 14th, 2023.