

Wytheville Farmers Market

Position Description

Primary function is to develop and coordinate the weekly events/activities and fundraisers of the Wytheville Farmers Market.

Job Title: Market Assistant – Part time contractor

Job Hours: Salaried – 10+/- hours per week

Job Salary: \$6,000 annually

Reports To: Wytheville Farmers Market Board of Directors

Position Status: Part-Time - Contractor

Position Qualifications:

- * High School graduate
- * Prefer but not required a minimum of three years business administration/retail office/customer service experience.
- * Strong computer skills are imperative (MS Windows, Word, Excel, Access, PowerPoint, Outlook)
- * Proficiency in the use of standard office tools (computer, copy machine, social media etc.)
- * Strong organizational skills
- * Have excellent command of English composition and punctuation

Job Responsibilities and Duties:

- * Develop and coordinate the weekly events/activities and fundraisers for the Market
- * Attending all of the full season Saturday sessions of the WFM during operating hours as the Market Assistant, with the exception of three optional sessions off work.
- * Provide backup assistance to the Market Manager as requested including filling in on Market days when Manager is off work.
- * Arriving at least 1 hour prior to the opening of the Market on Saturdays during the season and facilitating set-up of the days events.
- * Attending the WFM Board of Directors monthly meetings reporting on Markets events and fundraiser activities.
- * Developing advertising and marketing materials.
- * Representing the WFM at community and civic functions.
- * Working closely with the Town of Wytheville staff and town council member promoting Market events etc.
- * Help manage the Market's website and Facebook page (keeping a constant presence and advertising the upcoming events/projects etc.)

OTHER GENERAL EXPECTATIONS:

- * Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, and accountability.
- *should process strong customer service skills.
- *Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- *Should be willing to work evenings and weekends.
- *Should be willing to travel occasionally as the need arises.
- *Should always exercise discernment and wise judgment.
- *Should be a self-starter, good at multi-tasking and prioritizing projects.
- *Should possess strong administrative skills and the ability to work independently without supervision.

Evaluation and Compensation:

The Assistant works directly under the WFM Board of Directors and receives an annual performance evaluation. Compensation is reviewed annually.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I'm expected to follow my job as outlined above and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Contractor _____

Date: _____