

Job Description:
Market Manager - Cosecha Guadalupe Farmers Market

Position Summary

The Market Manager is a part-time **(10–15 hours per week)** position responsible for the day-to-day operations, coordination, and overall stewardship of the Cosecha Guadalupe Farmers Market, requiring a strong on-site presence during all market hours and additional off-site administrative, planning, and reporting work. **Reporting directly to the Cosecha Guadalupe Market Committee, the Market Manager oversees market set-up and breakdown, operates the Market and Information Booth**, ensures vendor compliance with market rules and regulations, maintains a safe, clean, and welcoming market environment, and supports positive vendor and community relationships.

The role includes recruiting and managing farmers and vendors; assigning stall placements; collecting vendor fees; and maintaining basic financial records. This position calls for strong interpersonal and organizational skills, the ability to work independently, a community-oriented approach, and a passion for local agriculture and food access; bilingual Spanish/English capacity is strongly preferred. The **Market Manager works primarily on Sundays from 9:00 a.m. to 3:00 p.m.**, with additional hours for set-up, breakdown, and administrative duties, with hours varying seasonally and for special events.

Qualifications & Skills

- Bilingual Spanish/English required or strongly preferred.
- Strong organizational and time-management abilities.
 - Ability to work independently.
 - Basic financial knowledge preferred.
 - Marketing, outreach, or event coordination experience helpful.

Compensation & Schedule

- Hourly Rate: **\$25 per hour.**
 - Schedule: **10–15 hours per week.**
- Market Day: **Sundays, 10:00 a.m.–2:00 p.m.**
 - Set-Up & Breakdown: 1 hour before and after market hours. (9am-3pm)
 - Additional off-site administrative and planning hours as needed.
- Seasonality: Hours vary by season and special events.

Key Responsibilities

On-Site Market & Information Booth Management

- Arrive prior to vendor set-up and remain on-site throughout all market hours. Set up and take down market signage, including directional, parking, and wayfinding signs. Operate the Market Manager and Market Information Booth during market hours.
- Confirm vendor compliance with market rules and procedures.
- Ensure the market site is clean, orderly, and secured at the close of each market day. Confirm vendors vacate the site safely and responsibly.

Vendor Recruitment, Relations & Compliance

- Recruit, enroll, and manage farmers and vendors. Maintain a comprehensive vendor database.
- Assign vendor stall placement, including accommodations. Address and resolve vendor disputes fairly and professionally.
- Recruit and onboard new farmers and vendors. Ensure compliance with evolving farmers market regulations and agencies.

Financial & Program Administration

- Collect vendor stall fees and manage vendor payments. Maintain accurate financial records and ensure timely deposits.

Community Engagement, Reporting & Governance

- Provide regular accounting, attendance, and performance reports, including quarterly updates. Conduct periodic customer counts.

Work Environment

Part-time position with variable hours based on market schedule. Requires outdoor work during market hours. Occasional evenings required.

About Cosecha Guadalupe

Cosecha Guadalupe Farmers Market is a community-centered market that expands access to fresh, locally grown food while fostering connection, cultural pride, and economic opportunity in the City of Guadalupe. The Farmers Market operates in collaboration with community organizations, local government partners, and agricultural agencies, and is guided by a Market Committee that establishes policies and long-term vision for the market.