

## **Adirondack North Country Association High Peaks Farmers' Market Manager**

ANCA is an equal opportunity employer and welcomes candidates from diverse backgrounds.

ANCA encourages applications from persons who identify as Black, Indigenous and People of Color, as well as other underserved and underrepresented communities.

### **About ANCA**

The Adirondack North Country Association is an independent, nonprofit corporation with a transformational approach to building prosperity across northern New York. Our work focuses on three key areas that keep wealth local and build prosperity: regional food systems, energy, and entrepreneurial economies. We are committed to and include the principles of diversity, equity, and inclusion in all aspects of our work. ANCA is supported by a combination of public and private funding. Please see [www.adirondack.org](http://www.adirondack.org) for more information.

### **Purpose of the Position**

The High Peaks Farmers' Market is looking for a Market Manager who is highly organized, enjoys customer interaction, has strong communication skills, is tech savvy, and loves our farmer's markets!

This position is seasonal - May through October - for 15-20 hours a week. The manager must be on-site every Saturday at the Saranac Lake Farmers Market for the duration of the season. The position will require 12-14 hours per week in April and November.

### **Duties and Responsibilities**

The Market Manager will have responsibility in two key areas:

#### Administration

- Manage market email traffic / Respond to vendor, customer or town needs
- Act as liaison with ANCA staff
- Update online info as needed for both markets
- Manage advertising campaigns
- Book music for markets / manage musician compensation
- Maintain market records
- Collect vendor payments / coordinate finances/bill paying w/ ANCA
- Report to market committee biweekly
- Planning/Organizing for Summer season in May
- Planning/Organizing for Fall/Winter season in Sept/Oct
- Manage transition to Winter market through November

### Farmers Market Supervision

- Set up, maintain, and teardown market infrastructure
- Ensure that vendors and customers adhere to market protocols
- Monitor market operations for safety and success
- Manage SNAP operation
- Be available to answer questions and help as needed

### **Desired Qualifications & Skills**

- No educational requirement
- Attention to detail
- People-focused
- Great communication skills
- Facility with basic math
- Facility with social media platforms including posting and promoting
- Strong computer skills (email, word processing, spreadsheets)

**Benefits:** As this is a part-time seasonal position, it is eligible for only NYS mandatory sick leave.

**Salary:** \$20 per hour part-time @ 15-20 hours / week; May through October, 12 hours/week in April and November. Hours may vary due to market needs.

**EOE/ Diversity Statement:** ANCA is an equal opportunity employer and welcomes candidates from diverse backgrounds. ANCA encourages applications from persons who identify as Black, Indigenous, and People of Color, as well as other marginalized communities.

**How to Apply:** Please send a cover letter, resume & references to: [hr@adirondack.org](mailto:hr@adirondack.org). No phone calls, please. Please submit applications by March 15, 2023.

ANCA's office is at 67 Main Street, Suite 201, Saranac Lake, NY.

Learn more about ANCA at [www.adirondack.org](http://www.adirondack.org).