



Downtown Development Authority

City of Gladstone

Farmers Market Coordinator

Job Description

The City of Gladstone's Downtown Development Authority (DDA) is seeking a Farmers Market Coordinator to oversee the weekly operations of the Gladstone Farmers Market, which operates from June through September. This is a seasonal position reporting to the Downtown Development Authority (DDA) Coordinator. The position will begin training in May and will wrap up in October. The Farmers Market Coordinator will average five hours/week, although additional hours may be required at certain points in the season. An ideal candidate would have a love for Farmers Markets, experience with event planning, proficiency on a computer, an ability to work with various personalities, and a friendly demeanor.

Pay Range

\$15-\$18/hour depending on experience

Responsibilities

- Assist concierge staff with canopy set-up
- Collect new vendor payment
- Communicate out vendor booth assignments
- Coordinate musicians throughout the season
- Enforce Cottage Law and vendor policies
- Implement and oversee new and existing food assistance programs
- Oversee the Market Coordinator booth each Monday and be available for questions
- Oversee community and vendor correspondence
- Periodically assist vendors with clean up at the end of the market
- Proactively identify issues within the market and take initiative to resolve them
- Review vendor applications
- Serve on the DDA Farmers Market Subcommittee

Skills & Qualifications

- Excellent verbal and written communication
- Friendly demeanor to build relationships between market city officials, customers, and vendors
- Previous experience with event planning
- Proficient with Microsoft Products (Outlook, Word)

Preferred Qualifications

- Familiar with popular social media (Facebook and Instagram)
- Familiarity with Microsoft Forms and Excel
- Knowledge of Cottage Law