



# Hunterdon Land Trust

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111 Mine Street, Flemington, NJ 08822

## **Position Description: Part-Time Farmers' Market Manager, Non-exempt**

### **The Organization**

Hunterdon Land Trust (HLT) is a 501 (c)(3) nonprofit organization whose mission is to preserve the integrity of the rural landscapes in the Hunterdon County region by protecting and enhancing natural resources, and the cultural landscape of the historic Dvoor Farm, for public enjoyment and education. An accredited land trust celebrating its 25<sup>th</sup> anniversary, HLT has protected more than 11,000 acres in Hunterdon County. In addition to land preservation and stewardship, HLT operates an award-winning producers'-only farmers' market and performs outreach and education to further conservation goals. The market operates weekly on Sundays from May through November and twice monthly during the winter.

### **The Position**

The Farmers' Market Manager reports directly to the Executive Director but works closely with the Director of Cultural Resources who oversees activities at the historic Dvoor Farm. The Manager is responsible for efficient and successful market operations within HLT's approved budget. Hours vary throughout the year as administrative activities are not consistent every week, however the Manager is likely to work at least an average of 5 hours per week during winter season market weeks and at least an average of 10 hours per week during the summer season weeks. While the market operates on Sundays, availability during the week as well is ideal for staff meetings and preparatory activities.

### **Responsibilities**

#### *Market Preparation*

- Recruit farmers/vendors as needed and with the approval of the Farmers' Market Committee.
- Recruit and retain volunteers to assist with market day activities.
- Schedule musicians for market entertainment.
- Plan children's activities and work with outreach staff to plan programming to attract attendance and engage the community in support of HLT's mission.
- Ensure tents, banners, and other market supplies are kept in good repair.
- Organize and carry out pre-season maintenance and set up for farmers' market area including the garage or barns where market supplies are stored, setting up main tent, marking booth locations, hanging banners, and addressing missing parking markers, potholes and gravel deficiencies.
- Work with Director of Cultural Resources and Facilities Manager to ensure grounds are groomed and safe for traffic and pedestrians.

#### *At the Market*

- Perform market set-up and break down, direct traffic and market volunteers, assist with set-up of vendor booths, and provide customer service.
- Manage and enforce market regulations in compliance with Raritan Township's Farmers' Market Ordinance as well as HLT's policies and regulations.
- Track attendance at market and oversee special programs.
- Ensure on time arrival and smooth set-up of musicians and program vendors at the market.
- Ensure completion of market surveys with volunteers.
- Ensure market materials are available and current and that HLT materials are most prominent.
- Maintain control and recordkeeping of financial transactions according to HLT policies and procedures during the market including receipt of donations and vendors' fees.

### *Administration*

- Secure annual license, permits, and inspections. Provide documentation and reports to Raritan Township as required.
- Serve as primary contact for the vendors. Collect and maintain organized records related to each vendor's registration.
- Track market data including attendance, weather conditions, etc.
- Maintain weekly schedule for volunteers and musicians.
- Provide staff support to the Farmers' Market Committee – prepare agendas, share materials in advance, produce meeting minutes, maintain records.
- Manage expenses according to HLT's protocols and in compliance with the approved farmers' market budget.
- Respond to market-related inquiries.

Essential Duties include lifting and carrying heavy equipment (approx. 50 pounds for 100 yards) and ability to work outdoors year-round in variable weather conditions.

### **Qualifications**

HLT seeks a self-starter who can work independently but recognizes how the Market Manager role fits into and impacts greater organizational operations. Ideal candidates will have the following:

- Strong project management and organization skills, attention to detail, and ability to prioritize.
- Strong interpersonal skills to engage volunteers, diplomatically interact with Township officials, customers, and vendors, and to professionally enforce market regulations.
- Mechanical inclination and physical capacity to execute market operations.
- Proficiency with Microsoft suite and general computer skills; competency in social media is a plus.
- Ability to work in a fast-paced yet collegial environment.
- Genuine interest in Hunterdon Land Trust's mission of preserving the natural and cultural resources of the Hunterdon County region, including farmland that provides local products.
- At least 2 years of experience and demonstrated success in project management, event production, or similar role.

**Compensation:** HLT offers a competitive pay rate and flexible work environment. Compensation is expected to be \$17-\$21/hour. As per HLT's personnel policy, staff are eligible for retirement benefits as well as paid sick leave.

**To Apply:** Please e-mail your cover letter and resume to [HLTadmin@hunterdonlandtrust.org](mailto:HLTadmin@hunterdonlandtrust.org). Applications will be reviewed on a rolling basis and the position will remain open until filled. Additional information about Hunterdon Land Trust can be found at [www.hunterdonlandtrust.org](http://www.hunterdonlandtrust.org).