



# Hunterdon Land Trust

PROTECTING THE PLACES YOU LOVE

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**Position Description:** Market Manager; Non-exempt

**Hours:** 6-8 hours per week

**Pay:** \$20-\$22 per hour depending on experience

**Season Length:** 30 weeks (May – December); potential to become year-round, part-time opportunity

**Reports to:** Director of Administration and Social Affairs

## About Hunterdon Land Trust:

Hunterdon Land Trust (HLT) is a 501 (c)(3) nonprofit conservation organization founded in 1996. The mission of HLT 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. To date, HLT has conserved over 11,500 acres of land in Hunterdon County. The land trust further supports the long-term viability of farming through its weekly producers-only farmers' market.

## About The Hunterdon Land Trust Farmers' Market:

Hunterdon Land Trust operates a weekly local farmers' market on its Dvoor Farm Property. The market runs every **Sunday**, mid-**May** through **November**, from **9 am** through **1 pm** and **11 am** through **1 pm** in **December**. This is an award-winning, highly successful farmers' market established in 2006, which has become a model for other markets throughout the state.

## **Responsibilities**

- Be onsite every Sunday from 8 am to 2 pm to 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.
- 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.



Sound Finances  
Ethical Conduct  
Responsible Governance  
Lasting Stewardship

Hunterdon Land Trust, a New Jersey Nonprofit Corporation

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## Responsibilities (Cont.)

- Maintain control and recordkeeping of financial transactions according to HLT policies and procedures during the market including receipt of donations and vendors' fees.
- Track market data including customer attendance, vendor participation, event attendance weather conditions, etc.

Essential Duties include lifting and carrying heavy equipment (approx. 50 pounds for 100 yards) and ability to work outdoors 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 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.
- At least 2 years of experience and demonstrated success in project management, event production, or similar role.
- Driver's license required.

**Compensation:** HLT offers a competitive pay rate and flexible work environment. Compensation is expected to be \$20-\$22/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 are encouraged by April 15, 2023, however the position will remain open until filled. Additional information about Hunterdon Land Trust can be found at [www.hunterdonlandtrust.org](http://www.hunterdonlandtrust.org).