**Farmers Markets Manager**

**Keauhou Live and Online Markets**

$55,000 full time with benefits, depending on experience

Kona County Farm Bureau pivoted their 15 year old Keauhou Farmers Market to Online during the beginning of the pandemic, providing a safe source of local produce to the community, maintaining farmers livelihoods, and tapping into a new segment of customers who would like to purchase locally grown. As things begin to open up, the market is returning to Keauhou Shopping Center 7/4 with a smaller live market with strict Social Distancing protocols and bringing the Online Market’s curbside pick-up with it.

We are seeking a mature community member to take responsibility for both markets. Taking initiative to further the market’s position in our statewide local food movement as well as making the nuts and bolts of our Saturday 8-12 Markets run smoothly. The live market has 20-40 Vendors. The addition of managing a Social Distancing protocols to keep customers and vendors safe as we open up first locally and then to tourists makes this a challenging position.

Farmers Markets Manager will be responsible for:

* Relationship with Keauhou Shopping Center
* Overseeing Set-up, Break-down and smooth running of the Saturday Market and Curbside Pick-up
* Maintaining relationships with Vendors, collecting fees, paying them, enforcing product rules, & scheduling
* Providing a Customer service point and implementing quarterly customer surveys
* Managing the marketing plan, overseeing advertising, and signage, maintaining our image in the community
* Maintaining and replacing small infrastructure
* Managing staff- Curbside Pick-up Assistants, EBT Assistant, Website/Online Tech &/or Bookkeeper
* Reporting including to the KCFB’s Farmers Market Manager Committee & BOD
* Troubleshooting & enforcement with situations that range from weather to tsunami warnings

Best candidates will be embedded in West Hawaii’s local food movement. They will be comfortable with friendly enforcement of rules with Vendors & Customers. They will take initiative to navigate the difficult waters ahead of coming out of economic recovery as well as growing the market into the future. They will be well organized and detail oriented, have excellent communication skills, able to use the computer systems in place.

Please send a resume and cover letter detailing education, experience, & skills relevant to the position to keauhoumarket@gmail.com by 7/20. Please provide 3 references.