



Farmers Market Coordinator

Job Description

Summary

The Farmers Market Coordinator will help realize Scissortail Park's vision for creating and sustaining and the premier Made in Oklahoma/producer-only farmers market in the state. As we enter the upcoming season with plans to grow the market in both size, days of the week, and diversity of offerings, the Farmers Market Coordinator will assist with recruiting, vetting, and retaining quality vendors and executing enjoyable and profitable market experiences each week. This role has a high level of data collection and reporting for grant funding purposes. We are looking for a team member with a genuine passion for sustainable agriculture, local food systems, community building.

Essential Duties and Responsibilities

- Assist Market Manager in all aspects of farmers market management, including vendor recruitment, application processing, vetting, and retaining vendors, including several vendor site visits and farm audits per year
- Work directly with vendors on scheduling and day-of-event logistics
- Attend and work at weekly farmers markets (nearly all Wednesday evenings and Saturdays will be required April through October)
- Help vendors with any questions, provide consultation regarding health and legal standards
- Coordinate and execute the market's nutritional assistance programs
- Work with manager and marketing team to promote the market and assistance programs
- Collect data and create reports that support existing farmers market grants
- Encourage program expansion by meeting with community partners and potential future vendors
- Create educational opportunities at each market and during the off season
- Curate onsite programming during market events
- Work closely with the manager and other team members to recruit, coordinate, and train consistent market volunteers
- With development team, work on finding additional sources of income to support the market
- Record all pertinent data for assistance programs and other partner organizations
- Develop relationships with community partners other than vendors that may enhance the market
- Purchasing supplies and assisting with budget maintenance, analyzing profitability
- Assisting with creating and implementing official market policies and procedures for vendors
- Support the strategic direction of the program and Scissortail Park Foundation
- Completes all mandatory trainings under Scissortail Park Foundation policies
- Performs other duties as assigned

Supervisory Responsibilities

- None

Education and/or Experience

- High school diploma or GED required

- Knowledge of sustainable food systems, agriculture, or conservation required
- 1-2 years of experience organizing events and/or community programming preferred
- Bachelor's degree in agriculture, event management, or related field a plus

Computer Equipment and Software Requirements

- Strong proficiency in Microsoft Word and Excel
- Ability to use email, databases, and web-based
- Experience in use of standard office equipment

Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License

Additional Skills and Behaviors

- Superior communication skills, both written and verbal
- Strong understanding of financial operations
- High attention to detail, self-starting, and very organized
- Able to solve problems and work with a diverse group of people, which will include the public, staff, program partners, market members, students, and volunteers
- Ability to be flexible, work under pressure, and to meet deadlines
- History of demonstrating ethical and professional behavior

Work Environment and Abilities

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

- Must be able to meet the physical demands of working outdoors, directing staff, and working some evenings and most weekends April through October as required
- Must be able to lift, push, pull or carry objects weighing up to 50 pounds and to perform strenuous physical tasks in all weather and temperature conditions
- Must be able to bend, twist, reach, or climb stairs on a continual basis
- Must be able to see and hear adequately to perform daily tasks and use equipment in a safe and secure manner
- Some locations visited during the course of executing job duties may not be wheelchair accessible

Benefits

This full time, exempt position is eligible for health, dental, life insurance, vision, long-term disability, voluntary life, accident coverage, 403(b), paid time off, and paid holidays. This is an hourly position, and will be 40 hours per week year-round. Pay range is \$18-21/hr., depending on experience.

To Apply

Please send resume and salary requirements to: careers@scissortailpark.org

Equal Opportunity Employer (EOE)

Employer does not to discriminate against any employee or job applicant because of race, color, religion, national origin, gender, physical or mental disability, or age.

About Scissortail Park

Scissortail Park is a 70-acre public space created from funds generated by a penny sales tax. The Park is managed by Scissortail Park Foundation under a lease and management agreement with the Oklahoma City Economic Development Trust. Featuring a variety of engaging experiences for visitors including

ornamental gardens and woodlands, a 3.7-acre lake with seasonal boating, children's playground and water fountains, roller skating rink, dog park, picnic trellises, performance stage, great lawn, and several sports courts and soccer pitches, the Park has something for everyone.