


PART TIME MARKET COORDINATOR

DATE CREATED: August 19, 2024

	DEPARTMENT	Village Manager's Office		
	REPORTS TO	Market Coordinator		
	CLASSIFICATION	Civil Service	FLSA STATUS	Non-Exempt
	EMPLOYMENT STATUS	Part-Time	PAY RANGE	

POSITION OVERVIEW

Under the general direction of the Event Manager, provides on-site management of the Farmers Market event, performs a variety of event planning work related to the Farmers Market and other Village events, and assists the Event Manger with Village events to provide the best experience for attendees. Shall assist the Village's Communications and Engagmentment Specialist with projects as needed. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Assists with the planning, coordination, and staffing of the annual Farmers Market, scheduled from May through October.
- Serves as the Village's point of contact for the Farmers Market.
- Support the development and distribution of marketing materials to promote the Farmers Market and other events.
- Setting and implementing appropriate vendor fees and polices for the Farmers Market, and communicating to vendors regarding fees, insurance, taxes, public health permits, and all other requirements.
- Maintains and cultivates new relationship with Farmers and other Farmer Market vendors that align with having fresh produce and fresh food items at the market.
- Assist with event setup, vendor coordination, and breakdown for Village events.
- Ensure that vendors and attendees have a positive experience by providing information and addressing any issues that arise during a Village event.
- Maintain up-to-date records of vendor information and payments as it relates to Village events.
- Attend required office hours for meetings, planning sessions, and other administrative tasks related to events.
- Communicate with vendors to confirm participation, gather necessary paperwork, and ensure compliance with market regulations.
- Serves as a back-up to the Event Manager.

ADDITIONAL JOB FUNCTIONS

- Assist with general office duties as needed, including filing, data entry, and responding to inquiries.
- Seeks guidance and direction as necessary for performance of duties.
- Advise on civic engagement and communications management and public relations programs.
- Interpret, apply, and explain applicable policies, procedures, and laws.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action
- Respects the confidentiality of department, resident, and personnel information.
- Performs all duties in an independent manner with little supervision.
- Recognizes and performs duties which need to be performed although not directly assigned.
- Assists others as needed.
- In the event of an emergency, may be called in to perform needed tasks during the emergency event.

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- Does not abuse or take advantage of sick days off.
- Always provides proper, advanced notification of absences
- Recognizes and reports unsafe working conditions promptly.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE (of):

- Knowledge of the use of various computer programs including Excel, Word, Adobe
- Knowledge of general office procedures.
- Excellent written and oral communication skills.
- Must have excellent organizational skills.
- Ability to work with minimal supervision.
- Ability to maintain physical condition and abilities to facilitate reading, writing, listening, observing and speaking; ability to climb stairs and stand, walk and sit for prolonged periods in all types of weather environments. Frequently required to use hands to write, type or to grasp, carry and handle objects. May require some bending or stooping for filing or stocking supplies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to operate a wide variety of office machines including but not limited to computers, calculators, copiers, and fax machines.
- The employee must have the ability to effectively communicate in oral and written form and establish and maintain good working relationships with elected officials, employees and the general public. Acting as the primary resource person for the Farmers Market, the employee must possess an outstanding work ethic, a positive attitude and be self-motivated

MINIMUM POSITION REQUIREMENTS/QUALIFICATIONS

EDUCATION AND EXPERIENCE

- High School diploma or GED.
- Experience in event coordination community engagement preferred.
- Familiarity with social media platforms and marketing is preferred.

LICENSES AND CERTIFICATIONS

- Valid Driver's License

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL

- Work is performed in both and outdoor and indoor setting. Much work is performed during outdoor events in varying weather conditions.

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- Must be available to work weekends and occasional evenings as required by event schedules.
- Work is performed in a high-stress environment.
- Frequently works on multiple tasks simultaneously.
- Attendance at some night meetings is required

PHYSICAL

- Primary functions require sufficient physical ability to stand or sit for prolonged periods; to bend, crouch, and reach; to lift, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard
- Maintains work area in a neat and orderly manner appropriate for working environment.
- Maintains a well-groomed, professional appearance appropriate for the position and situations.
- Work is performed in a low-stress environment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB DESCRIPTION ACKNOWLEDGEMENT

POSITION TITLE: Part Time Market Coordinator

DATE RECEIVED:

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

EMPLOYEE SIGNATURE

PRINTED NAME

SUPERVISOR SIGNATURE

PRINTED NAME

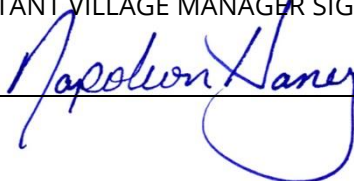
DEPARTMENT HEAD SIGNATURE



PRINTED NAME

Terence Acquah

ASSISTANT VILLAGE MANAGER SIGNATURE



PRINTED NAME

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	Napoleon Haney
VILLAGE MANAGER SIGNATURE	PRINTED NAME