



## FARMERS' MARKET MANAGER

*February 8, 2024*

**Part-time  
Contracted Position**

**Anticipated start date:  
April 1, 2024**

**Submit resume and  
cover letter to:**

Taylor Gann, Downtown Director  
336-667-7129 ext. 3012  
[downtown@northwilkesboronc.gov](mailto:downtown@northwilkesboronc.gov)

832 Main Street,  
North Wilkesboro, NC 28659  
[north-wilkesboro.com](http://north-wilkesboro.com)

THE DOWNTOWN NORTH  
WILKESBORO PARTNERSHIP IS  
AN EQUAL OPPORTUNITY  
EMPLOYER AND ALL QUALIFIED  
APPLICANTS WILL RECEIVE  
CONSIDERATION FOR  
EMPLOYMENT WITHOUT  
REGARD TO RACE, COLOR,  
RELIGION, SEX, NATIONAL  
ORIGIN, DISABILITY STATUS,  
PROTECTED VETERAN STATUS,  
OR ANY OTHER CHARACTERISTIC  
PROTECTED BY LAW.

# DOWNTOWN NORTH WILKESBORO PARTNERSHIP WILKES COUNTY FARMERS MARKET MARKET MANAGER

## Description

The Wilkes County Farmers' Market (WCFM) is a vibrant community hub connecting local farmers, food producers, and crafters with residents and visitors seeking fresh, home-grown, or handmade, high-quality products. Operating under the Downtown North Wilkesboro Partnership (DNWP), the market plays a crucial role in supporting local agriculture, fostering community engagement, and promoting healthy eating habits.

We are seeking a passionate and organized individual to serve as the Wilkes County Farmers' Market Manager. This seasonal position plays a vital role in ensuring the smooth operation and success of the market. You will be responsible for a wide range of tasks, from vendor communication and marketing to on-site management and record keeping.

## Duties & Responsibilities

- **Vendor Management:** Oversee vendor applications, eligibility, fees, space assignments, and compliance with market rules and regulations.
- **Market Operations:** Manage all aspects of market operations on Tuesdays and Saturdays, including setup, breakdown, customer service, and data collection.
- **Marketing & Promotion:** Maintain social media presence, collaborate on marketing efforts, and actively recruit new vendors and customers.
- **Community Engagement:** Build relationships with local organizations, businesses, and stakeholders to foster community support for the market.
- **Additional Duties:** Perform other tasks as assigned, such as attending meetings, planning events, and assisting vendors.
- **Works an average of ten hours per week, with the majority of the hours worked during Saturday and Tuesday markets, occurring from April through the end of September, for the purpose of managing the Wilkes County Farmers' Market.**

## Qualifications

- Strong organizational and communication skills.
- Experience in market management, customer service, agritourism or a related field preferred.
- Passion for local agriculture and community development
- Ability to work independently and as part of a team.
- Excellent problem-solving and decision-making skills.
- Proficient in basic computer applications and social media.
- Must have a valid driver's license and reliable transportation.
- Must be able to meet physical demands of the position (lift 50 pounds, handle exposure to the elements, stand or walk for long periods).