



# HEALTHY NEWALBANY

**Position:** Farmers Market Manager

**Status:** Part-Time (approx. 10-15 hours a week)

**Reports to:** Mission Director

## Position Summary

The Farmers Market Manager is responsible for overseeing both the planning and day-of operations of the Healthy New Albany Farmers Market. This role ensures smooth execution of summer and winter markets, fosters strong relationships with vendors and community partners, and maintains the high standards of quality and community engagement that define the market.

## Key Responsibilities

- **Market Planning & Vendor Management**
  - Select and solicit vendors for summer and winter markets.
    - Develop and maintain market maps.
    - Secure licenses, permits, and approvals as required.
    - Coordinate vendor participation and scheduling.
- **Day-of Market Operations**
  - Provide on-site management during market days, including set-up and teardown.
  - Serve as the primary point of contact for vendors, volunteers, and the public.
  - Ensure smooth flow of operations and address any issues promptly.
- **Financial Oversight**
  - Manage vendor invoices and payments.
  - Maintain, monitor, and adhere to the market budget.
- **Community & Partner Relations**
  - Build and sustain positive relationships with vendors, business partners, and community members.
  - Communicate market updates and information effectively to stakeholders.
- **Staff, Volunteer & Intern Coordination**
  - Manage volunteers.
  - Manage 1 staff coordinator
  - Supervise and support interns assisting with market operations.
- **Special Events**
  - Plan and coordinate special events during the farmers market season to enhance community engagement.

- **Other Duties**

- Perform additional responsibilities as needed to support the success of the market.

## **Qualifications**

- Strong organizational and communication skills.
- Experience in event management, vendor relations, or community programming preferred.
- Ability to manage budgets and financial processes.
- Comfortable working outdoors and managing day-of logistics.
- Leadership skills to coordinate volunteers and interns.
- Flexibility to work variable hours depending on the season.

## **About Healthy New Albany:**

Healthy New Albany (HNA) is a non-profit organization dedicated to cultivating and inspiring healthy living. The organization oversees a thriving farmers market and community garden, food pantry, hosts the New Albany Walking Classic, and offers regular, year-round health-based community programming and education. Healthy New Albany is located in the Philip Heit Center for Healthy New Albany.

## **Application Process**

Interested candidates should submit a resume and brief cover letter outlining their experience in farmers market operations, vendor coordination, event management, or related community programming. Applications may be sent to [programs@healthynewalbany.org](mailto:programs@healthynewalbany.org).