

The Creston Valley Farmers' Market is honored to have been recognized as BCAFM's 2016 Medium Sized Farmers' Market of the Year. Located in the heart of the Kootenays, our market is a vibrant weekly event for people from across the Valley and Region.

As Market Manager, you are responsible for the day-to-day operation of the Creston Valley Farmers' Market. The role of the Market Manager is diverse. Your tasks include managing the basic operation of the market; online and offline promotion; developing the market and coordinating special activities; and, handling any conflicts that may arise. As Market Manager, you are comfortable working independently, a self-starter, and excellent communicator. The hours required to complete the work vary throughout the season, with a heavier workload during the summer months (25-30 hours per week during summer, to 20 hours per week during the winter). This position might be split into a manager's position and an administrator position depending on the applicants, please submit your Resume and CV to cvfac.david@gmail.com by April 11, 2017

This is a **contract position**; as a successful applicant, you will need to use of your own vehicle and computer. You will be offered a living wage for Creston - \$16.67/hour.

Qualifications of the Market Manager:

1. Strong love and enthusiasm for agriculture and the Creston Valley;
2. Excellent communication skills and relates well with others;
3. Able to navigate and mediate difference and conflict as it arises;
4. Excellent organizational skills, responsible, and capable of carrying out a variety of duties at the same time;
5. Strong leadership skills and the ability to guide and maintain the stability of the market;
6. Ability to liaise with:
 - a. Local government elected officials and staff;
 - b. Interior Health;
 - c. BC Association of Farmers' Market (BCAFM) and other provincial agencies;
 - d. Local businesses;
 - e. East Shore and surround communities in the Kootenays;
 - f. Chamber of Commerce;
 - g. Vendors & customers of market;
 - h. Harvest Share employee and volunteers;
 - i. Lower Kootenay Band;
 - j. Fields Forward; and,

- k. Other organizations in the community.
7. Has a thorough understanding of the regulations and ordinances governing the BCAFM , and the Creston Valley Farmers' Market, and the effect those rules have on the operation of the market;
 8. Good decision-maker, with the ability to make timely, balanced decisions and stand by them;
 9. Secure, mature individual who can accept feedback and adapts;
 10. Very reliable and punctual;
 11. Excellent money management skills;
 12. Able to keep clear and detailed records;
 13. Competent with Microsoft Word, Excel, PowerPoint, Wordpress, Canva, Formidable and additional computer software as needed; and,
 14. Be able to share information effectively with the Creston Valley Food Action Coalition (CVFAC) membership and our partners listed in #4.

Time requirements:

- Market day – usually Saturdays (7 or 8 hours depending on season)
- Additional meetings as required
- Additional weekly and monthly planning time as required

Creston Valley Farmers' Market is a project of the Creston Valley Food Action Coalition.