



The Travelers Rest Farmers Market is hiring! With over 80 farmers and artisans, the Travelers Rest Farmers Market (TRFM) is one of the largest independently-run, 501(c)(3) non-profit farmers' markets in South Carolina. The Market is located in the shadows of Paris Mountain at beautiful Trailblazer Park on Saturday mornings from May through September with specialty events hosted throughout the year. Four "Harvest" markets are held on Thursday evenings during the month of October and holiday markets are featured before Thanksgiving and Christmas.

TRFM is seeking a highly motivated individual, with a passion for family farms and building a robust community around the local food system, to fill the position of Market Director. This is a year-round, salaried position. Compensation will be based on qualifications and experience. Interested applicants should send a cover letter, resume, and list of three references to trfmboard@gmail.com. Applications will be accepted until the position is filled. Note that regular weekend work is required through the market season, as well as some nights for meetings and weekend markets. Weekday hours are flexible, however.

Market Director Responsibilities Include:

- Onsite Market Operations - The Market Director is responsible for communicating with vendors in preparation for market days and setting up and breaking down the TRFM information booth and market signage around Trailblazer Park. The Director will provide customer service to shoppers and handle emergencies and conflicts that may arise.
- Communication with market Members – The Market Director is responsible for keeping market vendors informed of market happenings, logistics, and other important information. The Director works with the Board of Directors to answer vendors' questions and concerns, and to enforce market rules and regulations.
- Outreach and Partnerships – The Market Director serves as a liaison between TRFM and many local organizations, businesses, the City of Travelers Rest, and Greenville County. The Director is expected to actively foster these relationships.

*Job Announcement
Market Director
Travelers Rest Farmers Market*

The Director shall also be proactive about staying informed and involved with happenings in Travelers Rest and the local food system, as well as regional and national trends.

- *Project Management* – The Market Director is responsible for working with the Board of Directors, vendors, local organizations, businesses, and governments to prioritize and execute projects that further TRFM’s mission and mutual goals. Projects include fundraising, special events, marketing campaigns, food outreach programs, data collection, etc. The Director must be willing to work on projects independently.
- *Special Events Planning* – Special events at the TRFM are designed to promote market vendors, educate customers, create community, and bring in new customers. The Market Director is responsible for overseeing all event logistics including securing supplies and volunteers, set up, and marketing of the special events.
 - Marketing and Advertising – TRFM has a strong following on several social media outlets and email. The Director is responsible for managing these sites and posting information and photos about the market, as well as writing electronic newsletters. The Director also oversees the market’s website and is responsible for keeping it up to date.
 - Volunteer Coordination – TRFM relies on a strong network of volunteers to execute special events and staff the market information booth. The Director is responsible for recruiting volunteers and interns to support the market’s projects and events.
 - Grants and Fundraising – The Director is responsible for securing funding for the market and specific projects, as well as fostering relationships with current market supporters and sponsors.
- *Budgeting and Bookkeeping* – The Market Director is responsible for working with the Board of Directors, Board Treasurer, and market accountant to create and manage the annual budget. The Director must closely monitor revenues and expenses throughout the year and present financials at Board meetings as requested. The Director will, in cooperation with the accountant, will be responsible for paying bills, generating monthly statements/receipts for vendors, depositing cash and checks, and recording transactions in QuickBooks. The Director will work with the market accountant to manage and generate payroll and taxes.

- Supervision of Staff, Volunteers, and Interns – The Market Director is fully responsible for training and overseeing the work of market staff, volunteers, and interns. Other staff at the market include the Supplemental Nutrition Assistance Program (SNAP) Coordinator whose primary responsibility is to implement the market's SNAP/EBT program. The Director will also be responsible for recruiting, training, and developing projects for volunteers and interns.

Qualifications and Experience Requirements:

- 2+ years of experience working with farmers and local food systems is preferred. Candidates must exhibit a genuine desire to promote local farmers, artisans, and community, have an appreciation for sustainable farming, and a passion for local food outreach, health, and nutrition.
- Candidates must show diplomacy, have excellent verbal and written communication skills, and a positive and energetic attitude in all matters related to the market and community. It is of the utmost importance that the successful candidate has the ability to form positive professional relationships with a wide range of vendors, customers, and stakeholders.
- Candidates MUST have excellent organizational skills and pay close attention to details, have event planning experience and a demonstrated ability to manage complex logistics.
- Prior experience with marketing, advertising, and merchandising is preferred.
- Proven ability to work independently and manage multiple projects and deadlines.
- Proficient use of Microsoft Office (Excel, PowerPoint, and Word), G Suite (Gmail, Docs, Sheets), and Adobe (Acrobat, Illustrator, and Photoshop).
- Experience with content management systems WordPress and Squarespace are preferred.
- Some physical work is required. The candidate must have the ability to lift 25lbs, stand for six or more hours at a time, and occasionally work in extreme temperatures and inclement weather.
- General knowledge of sustainable farming practices and produce seasonality in the Upstate are a plus.

Travelers Rest Farmers Market is an Equal Opportunity Employer. This organization does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin, or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above-listed items.