

HAWAII FARM BUREAU

Job Description

Manager HFBB Farmers' Markets

Exempt (Y/N): No

SUMMARY: This Market Manager is a part-time staff position who shall bring enthusiasm and dedication to promoting and operating the Hawaii Farm Bureau's Farmers' Markets on Oahu. The Market Manager operates the market in a manner that promotes farmer relations, and community outreach.

The Market Manager will work in conjunction with the Farmers' Market General Manager to ensure efficient and timely enrollment, assignment of vendors, and compliance of vendors to HFB Farmers' Market policies

The goals of the HFB Farmers' Markets are:

To support agriculture in Hawaii by providing a venue for farmers in the state of Hawaii to sell Hawaii-grown and produced products. To give growers and producers of Hawaii agricultural commodities and other farm-related products alternative marketing opportunities; To promote the sale of Hawaiian-grown farm products; To improve the variety, freshness, taste, and nutritional value of produce available in the local area; To provide an educational forum for consumers to learn the uses and benefits of quality, locally grown, or prepared food products; To enhance the quality of life in Hawaii by providing a community activity which fosters social gathering and interaction, and To preserve Hawaii's unique agricultural heritage.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Ability to think creatively
People person with skills in diplomacy
Dispute resolution skills
Good communication skills
Organizational skills
Marketing skills helpful
Self-motivated
Passionate about the community and local agriculture
May require minimal lifting of fewer than 50 pounds

EDUCATION and/or EXPERIENCE: Candidates should be energetic and committed to the success of the market, and be able to work with customers, food purveyors, farmers, and other vendors that play a key role in maintaining and expanding market activity. The Market Manager, ideally, should have 2 or more years of service experience and shall be passionate about food, local farming, and agriculture, and be knowledgeable about Hawaii's agricultural and residential communities.

MARKETING and SOCIAL MEDIA: Experience with social media and marketing is desirable. This position requires a self-starter and highly motivated individual.

LANGUAGE SKILLS: Ability to write routine reports and correspondence. Ability to promulgate both oral and written reports and correspondence and must have reasonable skill at public speaking.

MATHEMATICAL SKILLS: Ability to apply moderately complex mathematical concepts. Ability to work with mathematical operations related to daily tasks.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Employee must have strong computer skills including Microsoft Word, Outlook, Excel, and Internet usage.

TRAVEL: Employee must possess a valid State of Hawaii driver's license.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works in outside weather conditions. The noise level in the work environment is usually low to moderate. May require minimal lifting of fewer than 50 pounds.

MANAGEMENT SKILLS: Excellence in organizational management with the ability to coach staff, manage and set and achieve strategic objectives and manage a budget; ability to focus in an environment of continuous competing tasks and priorities.

LANGUAGE SKILLS: Excellent written and verbal communications skills; an effective communicator with excellent interpersonal and multi-disciplinary project skills. Ability to read and interpret federal, state, and county government regulations, ordinances, and laws. Ability to write routine reports and correspondence. Ability to promulgate both oral and written reports and correspondence and must have reasonable skill at public speaking.

MATHEMATICAL SKILLS: Ability to apply moderately complex mathematical concepts. Ability to work with mathematical operations related to daily tasks.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Employee must have knowledge of computers including Microsoft Word and Internet usage.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to lift equipment weighing less than 50 pounds, sit, while using their hands and fingers,

handle, or feel objects, tools, or controls, and talk and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions while participating in farm or other environmental tours. The noise level in the work environment is usually low to moderate.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all the essential duties, responsibilities, and requirements of personnel.