



Cascade Community Markets Assistant Director Job Description

STATUS Part-Time, Hourly

HOURS 8-16 hours per week as needed; will vary seasonally with the most hours in the summer and very few in November & December

COMPENSATION \$25-30/hr DOE

START DATE January 1st, 2025

POSITION SUMMARY

This position will work closely with the Executive Director to support General Operations, Market Operations, and maintaining Stakeholder Relationships with sponsors, location hosts and key donors.

KEY RESPONSIBILITIES

Responsibilities include but are not limited to:

Outreach & Stakeholder Relations

- Be a recruiter of sponsors and support the board in recruiting sponsors
- Ensure that all sponsorship benefits are met throughout the year
- Ensure that all donors and sponsors to the Annual Farm to Table Dinner are recognized during the event and thanked appropriately
- Be a recruiter of auction items and support the fundraising committee in organizing & executing the Farm to Table Auction
- Along with the Executive Director, be a representative to key stakeholders, including: City of Leavenworth, City of Cashmere, Chambers of Commerce, Lions Club of Leavenworth

Market Operations

- Support the Executive Director in preparing for the upcoming market season - this may entail inventorying market equipment, updating market rules, discussing vendor eligibility, interviewing seasonal staff, and other tasks
- Supervise Market Days and be on-call for covering shifts one weekend a month - this includes checking for vendor cancellations at 7am and stopping in at the markets to touch bases with staff, offer to give staff a break, and help resolve any issues

General Operations

- Respond to time-sensitive emails when the Executive Director is on PTO
- Strategize marketing & communications plans with Executive Director
- Review marketing and communications materials
- Attend a majority of general board meetings
- Sit on 1-2 Board Committees throughout the year as a staff committee member



REQUIRED QUALIFICATIONS

- Comfortable working with people of diverse economic, cultural, and social backgrounds
- Highly self-motivated individual, with demonstrated ability to take initiative at work and work independently
- Outstanding professional communication skills & experience in communications with local government entities, business owners, and other community leaders
- Exceptional customer service skills
- Experience in planning events and/or fundraisers
- Demonstrated ability to communicate boundaries, give and receive constructive feedback
- High school diploma required; higher education preferred
- Proficient with Microsoft and/or Google suites

DESIRED QUALIFICATIONS

- Experience working for farmers markets at the manager booth
- Prior work experience as a remote employee, with demonstrated ability to meet deadlines
- Prior experience working with/on nonprofit boards

BENEFITS

Sick Leave

Sick Leave will accrue at 1 hour per 40 hours worked

Bonus Eligibility

This position is eligible for a bonus of up to 5% of salary annually in December at the discretion of the board.

SCHEDULE

The Assistant Director may set their own work hours, outside meetings. There will be a desk and computer available for use in the CCM office in Leavenworth, but the AD is welcome to work remotely using their own computer as they see fit.

HOW TO APPLY

Please send a resume and cover letter detailing how you meet the listed qualifications to the Executive Director, Cali Osborne at cali@cascademarkets.org. We are accepting applications until November 8th, 2024.