



Ada Farmers Market Manager

Ada Township seeks an enthusiastic leader to manage the operations of the vibrant Ada Farmers Market.

GENERAL PURPOSE

The Ada Farmers Market is a seasonal, outdoor Farmers Market operating every Tuesday from June to the end of October 28. We are looking for a creative and dynamic Manager who has a passion for community and the skills to coordinate the Market and be an advocate for the benefits of shopping locally from our diverse group of dedicated farmers and producers. An ideal candidate will not only be an enthusiastic advocate for the local food movement but will also possess the interpersonal skills to effectively coordinate and communicate with many different stakeholders.

This part-time position offers an exciting opportunity to work with both the Farmers Market Committee and the Director of the Ada Township Downtown Development Authority (DDA). The Ada Township DDA is dedicated to supporting the vitality of the downtown district through collaboration with local businesses, public promotion, and community partnerships.



REQUIREMENTS

- A Market Manager must be a leader who possesses a complex blend of skills that are both interpersonal and organizational.
- The individual must demonstrate the ability to undertake basic assignments and possess an understanding of basic customer service skills, an ability to interact professionally with merchants, staff, and vendors, and display good judgment.
- Proficiency with computers and programs as well as Microsoft Word, Excel and Social Media platforms.
- Understand and operate sound Budget and Finance principles.
- Applicants should be available for a minimum of 15-20 hours per week (*dependent on market schedule*). Work extended flexible hours in preparation for and during weeks of the main market season between June and October, and a minimum of 10 hours per week during the off-season.

- Proficient in social media platforms including, but not limited to Facebook, Instagram, and TikTok.
- Operate a motor vehicle in a safe manner and in compliance with all Michigan laws and regulations.
- Ability to work independently and manage groups such as volunteers and the Farmers Market Committee.
- Excellent written/verbal communication skills.
- Strong organizational skills, creative thinker, and self-starter.
- Ability to attend and receive training for Farmers Market education.

RESPONSIBILITIES

- Maintain and develop relationships with vendors, customers, contractual parties (The Community Church), the Ada/Forest Hills business community, Kent District Library - Amy Van Andel Branch Manager, Township/DDA staff and the Market Sponsors.
- Prepare the annual budget for the Market in conjunction with DDA Director, interact with the Ada Township Clerk and Treasurer for deposits and disbursements; maintain accurate records of all financial transactions.
- Recruit, train, and schedule volunteers; manage Market opening, closing and operations while open; manage vendor participation and adherence to Market rules; manage “Kids in the Market” and “Music in the Market” programs, and any additional programs when applicable.
- Develop and carry out a vendor recruitment effort to expand the number of vendors and the mix and variety of product offerings at the Market.
- Develop and implement a marketing and promotional plan and budget, including a robust social media and internet presence.
- Identify alternative funding opportunities, i.e., grants, sponsorships, and fundraising opportunities, develop planned emergency procedures, interact with and participate in the programs of the Michigan Farmers Market Association, and coordinate the signing of MOUs between market sponsors and township DDA designee.

EXPERIENCE

- The applicant should have two (2) or more years of experience in working with the public, preferably marketing, retail management, hospitality, food and beverage management, event planning, resource development or closely related field. The applicant should have proficient knowledge of social media and Google Apps. Volunteer supervision experience preferred. Budgeting and project management experience desired.



WORKING CONDITIONS

- Extended periods of standing and walking outside during market days.
- Ability to lift, carry, push, and pull up to 30 pounds.
- Intermittent periods of computer and office work with remote capability.
- Travel to professional training.
- Constant talking, hearing, concentration, judgement and writing ability.



TO APPLY

Please submit a cover letter, resume,
and three references to Kevin Austin
via the following email:
kaustin@adatownshipmi.com

DDA Farmers Market Manager
Search Attn: Kevin Austin, DDA
Director
kaustin@adatownshipmi.com

Anticipated Start Date August 4, 2025



Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Contractors will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.