

## **Appalachian Sustainable Agriculture Project (ASAP) Job Description**

**Position:** Operations and Market Manager

**Supervisor:** Finance Director

**Classification:** Full time, non-exempt

This position is regularly scheduled for Tuesday through Saturday / Saturdays, 6:30am to 2:30pm, Tuesday through Friday, 9am to 5pm

ASAP's mission is to help local farms thrive, link farmers to markets and supporters, and build healthy communities through connections to local food. To read our vision and equity statements, please visit [asapconnections.org/about-us](http://asapconnections.org/about-us).

**Purpose:** The Operations and Market Manager is responsible for managing operational processes, office management, and program support at the ASAP office Tuesday through Friday. This position also manages the weekly communications and logistics planning in the lead up to Asheville City Market (ACM) as well as the on-site operations and management of Asheville City Market on Saturdays.

### **Primary Activities (include but are not limited to)**

#### **Organization Mission and Strategy:**

- Participate in overall organizational planning and development.
- Support responsive programs that direct demand for local products, build capacity, and make connections across the local food system.
- Keep senior management/Board of Directors informed with detailed and accurate reports or presentations
- Attend staff meetings and participate in organization planning

#### **Operations Management:**

- Database maintenance and updates
- Support for general database use
- Manage payment and registration systems
- Participate in IT support and troubleshooting
- Manage and program phone systems
- Support HR hiring and onboarding efforts
- Coordination of intern program, including recruitment and support across programs
- Seasonal program support including calling farmer and partners, updating Local Food Guide database

- Maintain official records and documents, and ensure compliance with federal, state and local regulations
- Provide support for building maintenance issues
- Perform other administrative duties as assigned

**Market Management:**

- Manage routine planning and implementation for weekly market operations.
- Coordinate vendor applications, selection, and scheduling
- Work with Finance Director to establish budgets, maintain financial records, and issue reports
- Supervise program staff, interns, and volunteers, participating in hiring
- Support re-establishment of ACM Advisory Committee, facilitating regular meetings
- Develop and foster partnerships with key civic and business entities and communities to promote ACM initiatives and ASAP.
- Work with ASAP staff to plan and implement engagement, promotions, material development/dissemination, and communications with public, media, and partners.
- Manage market social media and weekly e-newsletter
- Evaluate market success, provide data and reports to the organization
- Provide input on program development, grants, and grant reports
- Ensure market operations and activities adhere to legal guidelines and internal policies.

**Key lived Experiences, Attributes, and Skill Sets Sought:**

We strongly encourage candidates to apply if they meet at least 6 of these qualifications.

- Experience managing and/or working in databases
- Experience managing events and public engagement
- Public relations skills and experience working with staff, volunteers, and the general public.
- Highly detail-oriented with strong project management skills.
- Accuracy in dealing with processes and recordkeeping.
- Ability to manage many projects simultaneously and prioritize tasks effectively
- Ability to work independently and collaboratively with a variety of teams.
- Preferred experience with Salesforce (or similar CRM).
- Ability to communicate effectively, both verbally and in writing. Candidates who are bilingual (English/Spanish or Spanish/English) will be given preference.
- Comfort working independently and collaboratively in an open office environment and outdoor downtown market location.
- Comfortable planning and implementing customer engagement activities/events.
- Understanding and commitment to diversity, equity and inclusion.
- Commitment to effective customer service and capacity to build and foster professional relationships.

**Required:**

- ASAP requires all staff to be fully vaccinated against COVID-19 and to follow office guidelines around masks, based on current recommendations
- Must provide consent for a background check. ASAP does not base our employment decisions solely on background checks or convictions, and we do not ask for credit checks.
- Must have valid drivers license.
- Must be able to consistently work the standard schedule for this position of Tuesday through Saturday.
- Must be able perform repetitive tasks including lifting and carrying (30lbs).

**Compensation**

Contact [melinda@asapconnections.org](mailto:melinda@asapconnections.org) for compensation and benefits information. First year employees are immediately eligible for fringe benefits including 10 paid holidays, 12 paid sick days, 12 paid vacation days (paid vacation increases with term), an Employee Assistance Program for the entire household, and employer match of 3% to SIMPLE IRA.

ASAP is currently a qualifying employer for the Public Student Loan Forgiveness (PSFL) Program.

**To Apply**

Email a cover letter, resume (including three references) to [jobs@asapconnections.org](mailto:jobs@asapconnections.org) with the subject line: 2024 Operations and Market Manager. Please submit cover letter and resume documents in PDF or Google Docs format.

We will reply to all applicants within two weeks.

Deadline to apply is April 30th, 2024.

ASAP is an equal opportunity employer and does not discriminate on on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors or factors protected by applicable law.