



## Mabou Farmers' Market Job Description

**Job:** Market Manager

**Location:** Mabou and remote work

**Type of Employment:** 1 year term (Seasonal full-time and part-time off-season)

**Posting/Closing Date:** Wednesday, April 22, 2026, closing when filled.

**Salary Range:** \$22-26/hr, paid Bi-Weekly

**To apply, email:** [secretary@maboufarmersmarket.ca](mailto:secretary@maboufarmersmarket.ca)

### Position Description

**The Mabou Farmers' Market** is a non-profit organization governed by a volunteer Board of Directors connecting local entrepreneurs and the community. We are an essential outlet supporting local farmers and artisans. Since its beginning in 2007, the Market has grown to one of the largest and most successful in Nova Scotia, hosting 60+ unique vendors with an average customer attendance of 1600+ visitors per market.

**Description:** The Market Manager acts as our chief ambassador, representing the market in the community. The Manager must be a self-starter, committed to the buy local movement, a systems thinker, friendly, energetic, have excellent communication and relationship building skills, as well as a keen eye for detail and experience with numbers (e.g., budgeting, tracking finances). Previous customer service and cash handling are required. Some event and program/project management experience are preferred. The Market Manager will report to the Board of Directors weekly during the season.

**Main Responsibilities:** Planning our weekly market, facilitating programming, on-site Market Management. The Market Manager completes all duties and tasks as laid out in the Mabou Farmers' Market Manager Handbook. A brief synopsis of the role is below. Compensation within pay scale will be based on skills and experience.

#### Leadership:

- Be the Mabou Farmers' Market's Chief Ambassador.
- The Market Manager is outgoing and personable; they are the main point of contact between vendors, Board, and community.
- Lead the promotion and growth of the Market in accordance with our mission and values.
- Recruit and supervise employees and volunteers at the Market.

#### Financial

- Work with the Board of Directors to develop, update and implement the annual operating budget according to market templates.

- Invoice vendors, collect and accurately record all fees.
- Oversee the management of the merchandise table.
- Maintain an acceptable system for tracking transactions and reconcile financial transactions from market day.
- Maintaining market cash float and making deposits.
- Work with bookkeeper to maintain accurate accounting in QuickBooks and financial statements.

### **Operational**

- Uphold and maintain the Mabou Farmers' Market Rules and Regulations.
- Responsible for weekly set up and cleaning of the Mabou arena.
- Liaise with vendors, community, and partner organisations maintaining strong relationships, positive communications and excellent customer service.
- Obtain and maintain all documents and supplies required for market operation.
- Maintain emergency procedures and compliance with necessary regulatory bodies.
- Review and process vendor applications according to the vendor guidelines.
- Schedule and assign vendor spaces, updating the vendor table map weekly.
- Author reports that include pertinent data.
- Coordinate the annual Holiday Market at Dalbrae Academy.
- Work with the Board to create and update policy as needed.

### **Event Planning & Marketing**

- Responsible for planning Market special events and activities.
- Oversee volunteer training and scheduling volunteers for market days.
- Manage all print, radio, digital, and social media marketing and posts while following social media and Brand Guidelines.
- Updating market website.
- Set up and maintain all market signage.

### **Skills & Qualifications**

- Experience with Canva, MS Office, and Google Workspace.
- Knowledge of Meta, QuickBooks accounting system and WordPress are preferred.
- Strong leadership qualities, a systems thinker and doer.
- Fiscally responsible and trustworthy.
- Marketing experience is considered an asset.
- Project/Program and event management is highly desirable.
- History of community work and volunteerism.
- Perfect attendance record, reliable & punctual.
- Cell phone and internet access is required
- Ability to move tables, chairs, and lift minimum of 25 lbs is required

### **Details**

- Transportation: Provide own. Some mileage may be reimbursed for approved excursions in accordance with set mileage rate.
- Seasonal full-time: April through mid-October 25-30 hours per week.
- Off-season part-time: Varied including more hours for Holiday Market with a cap on total hours annually).