

## **Market Manager**

### **Farmers and Crafts Market of Las Cruces - Las Cruces, NM**

125 N. Main St. Las Cruces, NM 88001 Phone 575-201-3853

E-mail: [fcmlcinc@gmail.com](mailto:fcmlcinc@gmail.com)

Pay: Negotiable DOE

Part Time: Approximately 70 Hours, Bi-weekly

Tuesday, Thursday, Friday 9:30- 3:30, Wednesday 6am- 2pm, Saturday 6am- 3pm

Would you like to be part of a dynamic team with a nationally top rated and largest year round Farmers & Crafts Market in New Mexico? We are looking to fill an immediate position for "Market Manager".

Can you interact and manage a diverse organization of over 300 members? Meeting day to day operations schedule, while building and maintaining professional relationships, with our vendors, city government, local community businesses and organizations.

Are you organized, self-motivated, firm, friendly, and fair? Do you have knowledge of Farmers/Crafts Markets or like organizations? Experienced in financial management, marketing, and fundraising, with the ability to prioritize? Are you, computer literate, having knowledge of MS Office suite, including QuickBooks? Do you possess excellent verbal and written communication skills? Bi-lingual preferred.

We are in search of someone with demonstrated leadership, capable of critical analysis, attention to detail, maintain document control, strong problem solving and multi-tasking skills. Has experience in data entry, accounts receivable, drafting documents. Prepare reports to send to City of Las Cruces, board members and vendors as requested. Work closely with our Board Members, Treasurer, City and other community officials, attend meetings, and supervise our "Block Captains" and various administrative office duties. Maintain the "Market's" integrity via our Quality Control standards, conducting "Home Visits" with vendors, and perform other duties as assigned. You will ensure the compliance of our Policies and Procedures, Memorandum of Agreement and Lease with the City of Las Cruces.

If you can fulfill the above items and are interested in becoming the "Focal Point" of our vibrant team, send or e-mail your resume to the address listed above.

Please contact the Farmers and Crafts Market for a full job description.