



North Coast Growers' Association

Humboldt County Farmers' Markets

www.northcoastgrowersassociation.org

PO Box 4232 Arcata CA 95518

(707) 441-9999

Market Manager

Old Town & Friday Night Markets

About the North Coast Growers' Association (NCGA)

The NCGA is a membership-run organization that has become a community institution in its 42 years of running thriving and profitable farmers' markets in Humboldt County. The NCGA offers robust community education and advertising, and our customers are knowledgeable about the value of local food and small farms. NCGA acts as an advocate for small-scale agricultural producers in the county and works to improve food security for lower income community members. Earned revenue through member fees, merchandise sales and fundraising support basic market operations, while diverse grant funding and outside contracts supports community engagement and a variety of outreach and education programs.

Job Summary

The NCGA is hiring a seasonal, part-time Market Manager to join our dedicated team. The Market Manager will coordinate and supervise all aspects of operations at the Old Town and Friday Night Certified Farmers' Markets. This role is ideal for someone who is able to handle multiple priorities, take initiative, and is passionate about our local food system.

Responsibilities

Market Operations (65%)

- Oversee daily market logistics for two market sites, including but not limited to: Transporting (via company vehicle) equipment and supplies to market; physical setup/breakdown; and administering info booth services and transactions
- Maintain NCGA market/event equipment, storage, and merchandise inventory
- Ensure the markets, info booth, and customer areas are set up safely and with consistent standards to create the best visual impact and to create an extraordinary customer service experience for the public and farmers; maintain all safety measures throughout the duration of the event

- Assist with internal market inspections daily to ensure compliance with safety, health, and CDFA regulations; show knowledge of all permit requirements
- Liaise with Fire and Health Inspectors and conduct regular safety checks as required.
- Help collect vendor-required documents, including weekly collection, reimbursements, and load list tracking.
- Actively participate in a culture of teamwork, hospitality, and professionalism
- Partner and coordinate with the City of Eureka and Humboldt Made as needed

Administrative Duties (20%)

- Weekly vendor communication; vendor/market map updates
- Submit daily market reports, and log absent vendors and market incidents.
- Assist with CDFA quarterly and annual reporting.
- Collaborate with Farmers' Market Coordinator for daily reconciliation of market scrip (CalFresh EBT, Market Match, WIC, SFMNP Rx Vouchers) and sales for reporting and audit purposes.
- Provide support for customer education, sponsorship and fundraising programs, and special events at markets.
- Book musicians for the Old Town market

Strategy & Membership Engagement (15%)

- Brainstorm creative solutions for market expansion and participate in strategic planning for the season.
- Attend bi-annual membership meetings and working groups/committees as needed
- Have working knowledge of current members, their farms and what they produce

Skills & Qualities for Success in this Role:

- Ability to offer creative strategies for the growth of the Old Town Farmers' Market
- Ability to think on your feet and manage emergency procedures (safety/hazardous situations) calmly.
- A high attention to detail and ability to work independently with minimal supervision, as well as part of a team
- Ability to be kind, courteous and direct to all people regardless of age, ethnic background, religion, gender identity, sex, sexual orientation, disability, political affiliation, economic or housing status
- Proficiency in Google Suite/Drive; ability to perform mental math and count back change accurately.
- Ability to lift 45+ lbs regularly, perform heavy lifting ergonomically, and work in all weather.
- A clean driving record and a valid CA Driver's License.
- Ability to understand and apply NCGA Bylaws, Rules and Regulations, CDFA Certified Farmers' Market (CFM) and Direct Marketing regulations, and Environmental Health regulations, and a willingness to enforce them
- Effective communication skills, both oral and written
- Possess a positive & can-do attitude
- Excellent English is essential; basic Spanish is useful.

Job Parameters

Type: Non-exempt, hourly position with variable hours depending on the season.

Rate of Pay: \$20 per hour, starting

Team: Farmers' Markets

Reports to: Farmers' Market Director and Farmers' Market Coordinator

Direct Reports: This role manages the work of part-time assistants, volunteers

PTO Policy: NCGA distinguishes between sick leave and vacation pay. This position accrues sick leave at 1 hour earned for every 30 hours worked, and vacation time at 2 hours for every 40 hours worked after 90 days. This position is not eligible for paid holidays or company healthcare.

Locations:

Old Town Farmers' Market (7 hours weekly), Friday Night Market (7 hours weekly), in office at the NCGA Office: 5720 West End Road, Arcata, CA 95521 (up to 4 hours weekly, plus training as needed)

Schedule

- **Eureka Friday Night Market:** May 22-August 14, 2026, Fridays: 2:30PM-9:30PM (Market time: 5:30-8:30PM)
- **Eureka Old Town Market:** July-October, Tuesdays: 7AM-2PM (Market from 10AM-1PM)
- Up to 2 office hours per market per week.
- Time for manager meetings and trainings as needed
- Note, hours will vary throughout the season:
 - May 22 through the end of June: 9 hrs/wk.
 - July through August 14: 18 hrs/wk
 - August 17 through the end of October: 9 hrs/wk.

NCGA is an Equal Opportunity Employer. We value diversity. People of color, people LGBTQIA-identified, women, veterans, and formerly incarcerated individuals are encouraged to apply.

Application Instructions

This position is being offered as a seasonal, part-time position.

To be considered, please [submit an application](#), resume, and cover letter. Professional references will be contacted for candidates who advance to an interview. We will review submissions as they are received. The application will remain open until the positions are filled.

We understand that not all candidates will be able to fully represent their capacities with a standard application package such as this one. Any candidate who wishes to submit alternative materials may reach out to us to discuss the materials they want to submit. Please email info@northcoastgrowersassociation.org with any questions regarding this job announcement or application instructions.