



## Farmers Market & Events Manager

Position Status: Full-Time, Hybrid

Annual Salary: \$50,000

Benefits: Healthcare coverage + generous paid time off

Aquidneck Community Table (ACT) is a Rhode Island-based nonprofit working to make local food accessible to all on Aquidneck Island. ACT serves as a hub for fresh, local food through farmers markets, community gardens, farmland, and learning programs. We believe food is power and work to ensure that everyone—regardless of income, race, or background—has access to healthy, culturally appropriate food and opportunities to grow and connect around it.

### Position Overview

The Market & Events Manager plans, coordinates, and executes ACT's community markets and special events. The Market & Events Manager works closely with ACT staff, market vendors, volunteers, community partners, and sponsors to ensure markets and events are successful: connecting local people to local food, while supporting a strong local food economy on Aquidneck Island. S/he works closely with ACT's Equity and Engagement Manager on market and event promotions. This is a permanent, full-time (minimum of 40 hours per week) position.

### Farmers Market Management + Promotion

- Oversee weekly markets, including setup, breakdown, and site operations;
- Engage local farmers, makers, artisans, volunteers, musicians, etc. in markets;
- Oversee market support staff + market schedules;
- Work with government entities to secure requisite permits and approvals;
- Collaborate with partners to ensure markets are vibrant + reflective of broader policy and promotional activities relating to farmers' markets statewide;

### Special Events' Planning & Execution

- Plan and execute ACT's fundraising events;
- Develop event timelines, budgets, staffing plans, and run-of-show documents;
- Oversee on-site logistics, vendor coordination, permits, etc.;
- Recruit, train, and supervise event volunteers;
- And support sponsor coordination and recognition.

### Required Qualifications

- Experience managing markets and/or fundraising events;
- Strong organizational, communication, and customer service skills;
- Ability to manage multiple projects in a fast-paced environment;



- Comfort with budgets, data tracking, and basic financial recordkeeping;
- Familiarity with social media and digital tools like Google Workspace;
- Ability to lift up to 50 lbs and work outdoors in all weather conditions;
- Availability to work evenings and weekends;

#### Preferred Qualifications

- Background in food systems or food-justice work
- Spanish language skills
- Marketing communications experience
- Associate's or bachelor's degree in a related field

This is a full-time, hybrid position. Must be within commuting distance to Aquidneck Island, have a reliable means of transportation, and a valid driver's license. Experience and comfort driving a small, pickup truck is necessary.

Aquidneck Community Table is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, or any other legally protected characteristic. We are committed to building a diverse and inclusive workplace and encourage candidates of all backgrounds to apply.