

N.C. Cooperative Extension

Martin County Center
martin.ces.ncsu.edu

104 Kehukee Park Road
Williamston, NC 27892
P: 252.789.4370
E: laura_oliver@ncsu.edu



March 11, 2019

Martin County Farmer's Market Manager

N.C. Cooperative Extension, Martin County Center – Part-time position serving Cooperative Extension and the Martin County Farmer's Market Association. Manager will serve as liaison with local groups and authorities, assign vendor booth spaces and set-up (including cleaning, arranging tables/chairs, etc.) in preparation for Farmer's Market events. Determine eligibility of market vendors, ensure that all licenses, permits and insurances are filed with relevant agencies. Advertise and promote the market consistently updating social media and partnering with Extension to develop website. Open, close, and be present for all markets (Saturdays May-August, & Specialty Markets during holiday seasons). Send out invitations for events. Actively pursue grants/donations to support the market goals. Must be able to use basic computer applications and have access to a computer with online capabilities. Must provide your own transportation. Applications will be received at the NC Works Career Center (formally the Employment Security Commission Office), 415 E. Blvd., Williamston, NC 27892, until the position is filled. Applications will not be received at the Martin County Governmental Center or the NC Cooperative Extension Office. Martin County is an Equal Opportunity Employer.

