

JOB DESCRIPTION & QUALIFICATION SPECIFICATIONS

POSITION:	Market Manager
REPORTS TO:	Chair, Business Advisory Committee & Chief Building Official/Planning Coordinator
EFFECTIVE DATE:	January 2026

Position Summary:

The Market Manager serves as the primary planner and coordinator for the Asphodel-Norwood Community Market. This role is responsible for vendor management, marketing and promotional activities, on-site market operations, and the development of long-term strategies to support market growth. The position works closely with the Township's Business Advisory Committee and is primarily home-based, with on-site attendance required for market days and relevant meetings.

Position Qualifications:

- Ontario Secondary School Diploma (O.S.S.D.) required.
- **Strong written and verbal communication skills**, with the ability to engage professionally and respectfully with staff, vendors, partners, and the public.
- **Proficiency in Microsoft Office** (Word, Excel, PowerPoint, Outlook); ability to work effectively using personal computer equipment.
- **Experience with social media platforms**, including supporting communications, public engagement, and information-sharing initiatives.
- **Ability to work independently with minimal supervision**, demonstrating sound judgment, discretion, and accountability.
- **Experience in market operations or other public-facing environments** is considered an asset.
- **Strong organizational and time-management abilities**, with the capacity to manage multiple priorities and meet deadlines.

Other Requirements:

- Satisfactory Criminal Record Check.
- Valid Ontario Driver's License, free of serious offences under the Highway Traffic Act.

Key Responsibilities:

- Serve as the primary contact for all potential and confirmed vendors; ensure applications are complete and required certifications (e.g., liability insurance, food safety) are provided in accordance with Market Rules and Regulations.
- Create and manage the Asphodel-Norwood Community Market's social media presence (Instagram/Facebook) in collaboration with Township staff.
- Develop physical and digital marketing assets, including posters and promotional materials.
- Communicate with all confirmed vendors prior to each market (approximately five markets per year), providing schedules, instructions, and any relevant updates.
- Conduct post-market follow-ups with vendors to gather feedback, identify opportunities for improvement, and support future planning.
- Coordinate with designated Township staff before and after each market to ensure traffic control measures, garbage bins, traffic cones, accessible washroom rentals, and other logistical needs are in place.
- Communicate with local bus companies, truck operators, and nearby businesses whose operations could impact the market.
- Attend monthly Business Advisory Committee (BAC) meetings and provide prepared updates, market summaries, and insights related to vendor participation, challenges, and opportunities.
- Attend and act as the on-site lead for approximately five annual market events (four Saturday markets and one weeknight market). Responsibilities include vendor arrival coordination (starting at 7:15 a.m.), set-up support, problem-solving throughout the event, and post-market wrap-up.

Working Conditions:

- Frequent interruptions and the need to manage multiple tasks simultaneously.
- Decision-making responsibilities that require sound judgment.
- Work performed in a variety of settings, including home office, vehicle, and outdoor environments in all weather conditions.

Mental & Physical Effort:

- Ability to maintain positive and professional relationships with staff, volunteers, vendors, and the public.

- Strong listening skills and the ability to remain attentive in complex or fast-paced situations.
- Ability to manage stress related to market operations and project deadlines.
- Ability to stand or sit for extended periods.
- Occasional bending, twisting, crouching, or reaching.
- Ability to carry, push, or pull light to moderate loads.
- Ability to climb a ladder when required.

The above statements describe the general nature and scope of the responsibilities assigned to this role. They are not intended to be an exhaustive list of all duties required.

Employee Name:

Date

Chief Administrative Officer
Name:

Approval Date