



Pike Place Market Preservation & Development Authority (PDA)

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POSITION TITLE: Department Program Administrator UPDATED: January 2024

GRADE: (J) FLSA STATUS: Non-Exempt

REPORTS TO: Director of Marketing and Program Development

POSITION SUMMARY:

The Pike Place Market is looking for a dynamic, self-motivated individual to help support our Daystall Arts and Daystall Farm Programs. This position serves as the administrative program support for two separate teams under one umbrella. You will assist in the operation and growth of those teams and will also be responsible for department file organization, department billing, staff support, tenant support, and rules enforcement. Lastly, the position will work as a Marketmaster within the PDA Daystall Department.

ESSENTIAL FUNCTIONS:

- Support the Daystall Arts and Daystall Farm staff in administrative functions such as maintaining locker and cooler rentals, attendance reports, payment plans, monthly invoicing reports, special event administrative tasks, monthly permitting paperwork and more.
- Work cross-departmentally to promote and support the Pike Place Market artist and farmers by developing and implementing programs, policies, promotions and opportunities.
- Maintain close communication with Daystall permit holders through rotating weekday and weekend “Marketmaster” duties.
- Record daily table attendance, charge rent, record cancellations, and oversees daily roll call. Enforce Daystall Rules policies related to setup, parking, approved product line, and other policies in the Daystall Rules
- Maintains participation and other records as required to assess success of programming in terms of costs, benefits, and participation; drafts reports and makes recommendations for program improvements, as well as develop recommendations for final approval and implementation.
- Help build and maintain Daystall Marketmaster monthly rotating schedule.
- Assist with the Daystall Arts and Farm programming such as recruitment, onsite “Market Manager” for offsite farmers market locations as needed, assist with permit applications for all new and returning vendors, maintain program database, conduct annual surveys such as RMA’s (Rapid Market Assessments) at PPM farmers markets, assist the CSA Farm Programs, assist the Arts team with programs and demos, and provide technical assistance to vendors where needed.
- Report and communicate to the Mastermaster team about day-to-day operations
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

- Four-year college degree with emphasis in public administration, program management, or related field. Equivalent years of experience also apply.
- Experience working in community spaces and environments are a plus.
- Strategic thinker with good judgment and solid problem-solving/execution skills.
- Self-starting/Self-directed team player with the ability to work in a fast-paced environment with multiple deadlines. Some cold-calling for recruitment purposes is required.
- Valid Driver's License with ability to drive the Farm Van
- Proficient computer skills; knowledge of Microsoft Outlook, Excel, Word and Access. Graphic design experience a plus.
- Strong verbal and written communication skills
- Highly positive attitude and behavior.
- Demonstrates a high level of personal integrity and professional behavior.
- Ability to resolve conflicts quickly and satisfactorily
- Exercise strong critical thinking and decision-making skills.
- Outstanding customer service ethic to offer high quality experience to vendors, volunteers, community partners, and Market shoppers.
- Passionate about local small-scale agriculture and the role of farmers markets
- 1+ year experience employed at a farmers market, craft market, on a small-scale farm, or Education in food systems, social sciences, community development, or art history.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- Must be ambulatory, able to walk 8 hrs, lift and carry up to 50# and operate a 2-way radio.
- Some travel required including periodic drives to Eastern WA for farm inspections, conferences and/or meetings.
- Work schedule may vary and may require weekend/evening work, or working outdoors.

COMPENSATION:

Starting Wage Range: DOE. Benefits include employer-paid medical, dental, term life, and LTD insurance for employee, with Section 125 Plan for un-reimbursed medical/dependent care costs. Pension plan offered after one year and deferred comp plan available immediately.

SALARY SCALE: Scale placement is DOE and qualifications

Min \$49,285 Mid \$59,143 Max \$69,000

APPLICATION PROCEDURE:

Submit resume, Cover letter and Salary Requirements in one of the following manners: Fax to (206) 625-0646, email to hr@pikeplacemarket.org or by mail: Pike Place Market PDA, Attn: Human Resources, 85 Pike Street, Room 500, Seattle, WA 98101.

The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.