



<b>Title</b>	<b>Farmer's Market &amp; Special Event Coordinator (EVC)</b>
<b>Job Description</b>	The Farmer's Market & Special Event Coordinator is responsible for providing direct assistance to the DFI Executive Director in the planning and execution of successful farmer's market & special events. The EVC will be responsible for assistance in securing sponsorships, coordination of events, communication with city officials, and reporting to appropriate entities to run events. This position will require both a productive and positive demeanor while scheduling, preparing, and hosting the events. The EVC will be responsible for all volunteer and vendor coordination, as well as appropriately advertising and marketing events. Updates to Social Media & placement of certain advertising is included in responsibilities.
<b>Job Requirements</b>	<ul style="list-style-type: none"><li>* Strong written, verbal, and interpersonal skills</li><li>* Articulate, organized, and professional</li><li>* Able to work independently and as part of a team</li><li>* Must be able to lift up to 40 pounds</li><li>* Familiarity with forms of social media and communications</li><li>* Must be self-motivated and able to manage multiple projects</li><li>* Able to meet assigned deadlines and targets</li><li>* Will be required to work all farmer's market &amp; special events</li><li>* Must be available to work evenings &amp; weekends</li><li>* Computer functions and program execution required</li><li>* Must have valid driver's license and reliable transportation</li></ul>
<b>Compensation</b>	\$10.00-12.00 per hour based on skills & experience 10 hours per week average, seasonal position



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Resumes with all relevant work experience and references should be forwarded to:

**Downtown Fremont, Inc.**  
**Attn: Kristie A. Bilger, Executive Director**  
**315 Garrison Street**  
**Fremont, Ohio 43420**