



## Human Resources Department Pueblo of Santo Domingo

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### JOB ANNOUNCEMENT

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**POSITION TITLE:** Farmer's Market Coordinator

**SALARY RANGE:** \$38,763-\$50,393

**DEPARTMENT:** Farmer's Market

**POSITION STATUS:** FT exempt

**SUPERVISOR:** Everett Chavez

**JOB POSTING ID:** FARM-0001

**Open until filled**

*Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

**BASIC PURPOSE:**

Incumbent is responsible for operations and activities related to the Santo Domingo Pueblo Farmers Market (SDPFM). The Farmers Market Coordinator (FMC) will be responsible for all activities related to the outreach and promotion of the program, preparation and coordination work leading up to market day activities, and the requisite back-end documentation and processing of market-related finances.

The farmers market is part of SDPFM farming training approach, and is an important beginning step for tribal members to begin selling their produce to the community. Incumbent will provide technical support to "tribal farmers". The FMC is an important part of SDPFM farmer training program and will work with other departments to identify and implement opportunities for cross-department collaboration.

**ESSENTIAL FUNCTIONS:**

- Planning finances and production to maintain Farmers Market progress against budget parameters.
- Coordinate and manage the SDPFM, including managing vendor, tribal and customer relationships.
- Provide educational assistance to tribal members during growing season.
- Work with outside sources in providing trainings or technical assistance related to farmers' markets to participants in the SDPFM program.
- Must complete project activities and services following Santo Domingo Pueblo accounting protocols for project expenditures and reporting.
- Exhibit a high-level of professionalism in communication, workflow and deliverables.
- Market the farm's products to maximize profits.
- Make sure that products are ready for deadlines, such as auctions and markets.
- Ensure that farm activities comply with government and tribal regulations.
- Apply health and safety procedures in compliance with tribal safety standards.
- Keep financial records up to date.
- Other duties as assigned.

## **REQUIRED COMPETENCIES**

- **Integrity / Honesty:** All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to proper behavior between staff and guest. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Customer Service / Client Orientation:** All Santo Domingo Tribe employees must be able to develop a clear understanding of customers' needs and goals while maintaining clear communication with customer regarding meeting their expectations. Must follow through and respond to customers' requests and inform them of action taken in a courteous, professional manner. Incumbent must maintain a professional hygiene and appearance.
- **Goal and Task Management:** Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Teamwork:** All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- **Manage Resources:** Incumbent in this position have to appropriately allocate a variety of resources that may include custodial staff, money, facilities, and equipment. Requires the ability to assess needs and track progress.
- **Decisiveness:** Incumbent in this position must be able to successfully determine and initiate a course of action. All decisions require the consideration and use of multiple options, information sources, and development of contingency plan.
- **Vision:** Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.
- **General Building Maintenance Knowledge:** Incumbents in this position must have an advanced understanding of general building maintenance technical and trade crafts such as electrical, plumbing, HVAC, carpentry, custodial services, and painting.
- **Custodial Knowledge:** Incumbents in this position have to have intermediate knowledge of cleaning techniques, procedures, chemicals, and custodial equipment use.

## **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Agriculture or Business; or a related degree **AND** one (1) year of professional experience working for a farmers' market, or at least 2 years of experience working in related community food projects, such as community gardens, school gardens, or farm training programs; or an equivalent combination of education and experience.
- Extended working hours, including weekends, may be required.
- Must be able to pass a background check.
- Tribal work experience preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Santo Domingo's' liability insurance requirements and maintain eligibility for insurance.

## **HOW TO APPLY**

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Farmers Market Coordinator Application – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application (available at [santodomingotribe.org/careers](http://santodomingotribe.org/careers))
- Resume
- Cover letter
- Copies of relevant certifications, including trade skills, CPS, Food Handlers, etc.