



**Position Title: Vendor and Events Coordinator**

Salary \$47,476 - \$57,476  
Job Type Temporary or Contract Services (Term Negotiable)  
Benefits Flexible Work Schedule  
FLSA Status (if employee) Exempt

Historic Manassas Inc. (HMI), an award-winning Virginia Main Street program, is seeking a highly entrepreneurial Vendor and Events Coordinator who is an excellent communicator and an enthusiastic advocate for supporting local farms, shops, crafters, and artists.

HMI is a 501(c) (3) charitable, non-profit corporation funded by private donations and the City of Manassas. Since February 1986, HMI has been leading the revitalization and promotion of Historic Downtown Manassas through preservation-based economic development. HMI is a designated Virginia Main Street Community Partner, and an Accredited National Main Street Center Program Member. Guided by the National Main Street Center's Four-Point Approach, HMI works collaboratively to develop and implement transformation strategies that contribute to the Historic Downtown's continued revitalization.

Interested applicants must email a cover letter/proposal and resume to Liz Gossman, Interim Executive Director at [liz@historicmanassasinc.org](mailto:liz@historicmanassasinc.org). Position upon until filled. Applications/proposals reviewed as received.

Overview of the Position

The position's primary responsibility will be to plan, propose, organize, execute, and promote the Manassas Thursday and Saturday Farmer's Market, and June Heritage Railway Festival. This includes managing vendor relationships, coordinating setup and tear-down, promoting the markets, operating the SNAP program, answering customer/vendor questions, planning, and executing the market's special events. Some evenings and weekend hours, particularly Saturdays, are required. The position may also assist in other areas and provide assistance with preliminary planning for additional market events later in the year.

Specific Duties and Responsibilities

- Prepare an annual plan and budget for all proposed market events per deadlines set by the organization administration.
- Work with the administration to set earned income goals to contribute to the financial sustainability of the organization.
- Maintain and recruit vendors; increase diversity and number of regularly participating vendors.
- Identify and work with vendors that are ready to move to bricks and mortar storefronts.
- Provide copy and materials to marketing staff to promote the market events including regular updates in the organizations e-newsletter.

- Maintain the Farmers Market social media with weekly posts and videos.
- Maintain accurate financial records for all markets including reconciliation of sales, market token sales, merchandise sales and vendor payments at the end of the market day.
- Collect data and record it in data systems such as, vendor attendance, shopper counts and gross sales. Prepare trends analysis and provide at the end of each season and/or event.

### Qualifications

- An entrepreneurial spirit with a passion for local farms, shop, crafters and artists.
- Bachelor's degree in marketing, business, event planning, tourism; supplemented by three (3) years' experience in retail, event planning, market management or an equivalent combination of education, training, and experience.
- Energetic self-starter who is openminded, creative and able to develop relationships with a diverse group of stakeholders and community members.
- Proven track record in event planning, volunteer and community organizing, marketing and/or related fields.
- Proven ability to garner support and engage successfully with stakeholders.
- Capable of working and researching independently with limited supervision.
- Capable of adapting to flexible hours during special projects.
- Demonstrated public speaking and writing skills, including media releases, campaign letters and grant writing.
- Supervisory experience, including volunteer management.
- Strong organizational, problem-solving, and time management skills.
- Excellent interpersonal skills and the ability to work well with a variety of individuals.
- Proficiency in Microsoft Office Suite including Word, Excel, Publisher, and PowerPoint.
- Strong computer and Internet skills, including Constant Contact, or similar email marketing software.

*Historic Manassas, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. HMI is a drug-free and smoke-free workplace.*