



## **Employment Opportunity: General Manager**

### **To apply:**

Email a cover letter describing why you want to work for the Eugene Saturday Market and the completed application to: [GMApplication2022@gmail.com](mailto:GMApplication2022@gmail.com) with GM Search Committee in the subject line. Please save the pdf with the file name as "Your-Name-GM-Application.pdf"

*(Attn: Mac users, if you are planning on emailing, please open and save in Acrobat, not Preview.)*

Or print and send via regular mail to:

Attn: GM Search Committee  
Eugene Saturday Market  
30 E. Broadway #124  
Eugene, OR 97401

Deadline to apply is January 15, 2022

## **General Manager Job Description**

### **General Statement of Duties**

Has overall responsibility for the management and operations of the Saturday Market's corporate affairs, ensuring policies and other directives issued by the Board of Directors are carried out.

### **Specific Responsibilities:**

#### **Planning, Implementation and Evaluation**

Designs, implements, and evaluates programs to accomplish goals and policies as established by the Board of Directors.

Provides information and assistance to the Board as requested in policy development. Creates as necessary and maintains in accordance with Board policy Administrative, Operations and Personnel Policy Manuals as well as other key organizational documents.

#### **Financial Management**

Develops an annual budget in consultation with the Treasurer and the Board of Directors, in accordance with Market policies.

Reviews and approves all expenditures in accordance with approved budget and within reasonable limits of flexibility. Makes recommendations for budget amendments and revisions.

Responsible for collections and recording of member fees.

Ensures that all Market financial obligations are met in a timely manner, including payroll and tax liabilities.

Makes and interprets monthly financial reports to the Board.

Responsible for keeping the corporation adequately insured and for maintaining all required permits, and contracts.

### **Personnel Management**

Works effectively with existing staff, Board committees and volunteers.

Recruits, selects, orients, trains, supervises and evaluates all staff.

Follows established personnel policies and makes recommendations for changes as needed.

### **Community Liaison**

Acts as agent of the corporation in relations and negotiations with public agencies, media, professional associations, businesses, and the general public.

Establishes cooperative relationships with the City of Eugene and Lane County.

### **Board, Committee and Member Relationships**

Attends monthly Board meetings, supervises the preparation of minutes, draft agendas and informational material for the Board.

Maintains communication with committees and task forces of the corporation and assigns and coordinates staff support to these groups, establishes and maintains a good working relationship with members of the corporation.

### **Market Site Responsibilities**

Overall responsibility for the operations of the Market, with an emphasis on the weekly event day.

### **Desired Qualifications**

Professional knowledge of organizations and financial management practices.

Experience in office and personnel management.

Three years supervisory and administrative experience.

Experience in non-profit organizations and grant writing

High level of computer literacy on a PC platform

Proven oral and written communications skills. Spanish language fluency a plus.

Skill in dealing with persons from a variety of socioeconomic and cultural backgrounds. Be able to take leadership in Diversity, Equity and Inclusion issues.

**Wage Range:** \$45,000 - \$52,000

**Benefits:** Life insurance, Compensation insurance, Paid Time off, Health Insurance benefits will be negotiated in addition to base salary.



## APPLICATION FOR EMPLOYMENT

Please type or print all information requested.  
Please complete all 5 pages.

### GENERAL INFORMATION

Name: Last	First	Middle	
Address	City	State	Zip
How long have you lived at this address?			
Previous Address	City	State	Zip
How long did you live at this address?			
Contact Phone	Other Phone		
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### POSITION

Position Applied for	Salary Desired
Date available for work	
How did you learn of us? Do you have a specific connection to Saturday Market (family, friends, neighbors)?	

### EDUCATION AND TRAINING

Type Of School	Name Of School	Location	Years Completed	Major & Degree
High School				
College (Under-grad)				
College (Grad)				
Bus. or Trade School				
Professional School				
Occupational License, Certificate or Registration	Number	Where Issued	Exp. Date	

Languages Read, Written or Spoken Fluently Other Than English

### VETERAN INFORMATION (MOST RECENT)

Branch of Service	Date of Entry	Date of Discharge
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### SPECIAL SKILLS

List pertinent skills that may apply to this position, such as computer software proficiency, accounting, etc

Is there anything you wish to avoid in a new job?

### WORK EXPERIENCE

Please list your work experience for at least the past ten years beginning with your most recent job held. If you were self-employed, give firm name. You may include volunteer work. Attach additional sheets if necessary.

Employer	Telephone Number	From (Month/Year)
Address		
Job title	Number of Employees Supervised	To (Month/Year)
Specific Duties		Hours Per Week
		Starting Salary
		Last Salary
		Supervisor
Reason for leaving (be specific)	May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Telephone Number	From (Month/Year)
Address		
Job title	Number of Employees Supervised	To (Month/Year)
Specific Duties		Hours Per Week
		Starting Salary
		Last Salary
		Supervisor
Reason for leaving (be specific)	May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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Employer	Telephone Number	From (Month/Year)
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Specific Duties		Hours Per Week
		Starting Salary
		Last Salary
		Supervisor
Reason for leaving (be specific)	May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Have you ever been convicted of a felony?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever been terminated or asked to resign from any job?  Yes  No

If yes, please explain: \_\_\_\_\_

## REFERENCES

Please list three references other than relatives.

Name
Position
Company
Address
Telephone
E-Mail

Name
Position
Company
Address
Telephone
E-Mail

Name
Position
Company
Address
Telephone
E-Mail

**PLEASE READ CAREFULLY**

**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by The Saturday Market, Inc. (hereinafter called “the Company”), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Saturday Market, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Board Chair of the Company. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

The information in this application was freely given and is, to the best of my knowledge, true and complete. I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give Saturday Market permission to contact schools, previous employers (unless otherwise indicated), references, and others, and authorize Saturday Market to receive any information about me contained in their personnel records and any evaluations of my job knowledge, skills and performance. I hereby release Saturday Market and anyone contacted by Saturday Market from any liability as a result of such contract.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

*\*By typing your legal name in the signature line and dating the document you are signing this form electronically\**

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our organization.