



Green City Market (GCM), a nationally-recognized nonprofit organization and local food advocate, seeks a part-time Operations Assistant

#### About Green City Market

Green City Market is securing the future of food by deepening support for sustainable farmers, educating our community, and expanding access to locally-grown food. Learn more about our history and our future at [www.greencitymarket.org](http://www.greencitymarket.org).

#### Opportunity Overview

Are you passionate about supporting sustainable farmers, educating our community, and expanding access to local food? Have you been described as ambitious and self-motivated? Are you seeking an environment that allows you to balance life and work? You might be the perfect fit for this role.

Reporting to the Operations Manager,, the Operations Assistant will play a critical role supporting Green City Market's mission, primarily through supporting the successful operations of our organization, primarily its market program.

#### Responsibilities

We imagine that the person who fills this role will spend their time in the following ways:

##### Leadership

- Display a deep commitment to diversity, equity, and inclusion
- Participate actively in effective management practices such as regular check-ins, 90-day reviews, performance improvement plans and annual performance evaluations
- Contribute to a collaborative, positive, and professional work environment for the organization and its staff
- Effectively and passionately communicate GCM's vision to the broader community
- Build deep and thoughtful relationships with key stakeholders including farmers, volunteers, shoppers, culinary community, and more to ensure they receive value from their experience with GCM that helps to sustain GCM's mission
- Assist with onsite volunteer coordination

##### General Operations 10% - 50% (2 - 10 hours/week, seasonally-dependant)

- Assist with special events and projects execution
- Follows clear operational guides to ensure consistency of operations
- Identify and proactively communicate opportunities for operational improvement
- Works collaboratively with program staff to ensure programming is seamlessly integrated into market and event experiences
- Works collaboratively with development staff to ensure at-market sponsorship activations are executed with a high degree of care and customer service
- Assist with general and clerical tasks including the monitoring of operational communications channels (e.g. phone, email, mail) as well as assisting with general organizational communications as needed

##### Market Operations 50% - 90% (10-18 hours/week, seasonally-dependant)

- Support on site operations on market days, including set up, clean up, parking, security, farmer/vendor support, and customer service



- Facilitate an inclusive market experience that creates a sense of belonging and significance for those in attendance
- Monitor market rules and regulations, as well as any regulations put forth by federal, regional, state, city and local governments, and report concerns to management
- Ensure all equipment is kept organized, available and inventoried throughout the season

### Applicant Profile

A successful applicant will:

- Demonstrate a deep conviction to Green City Market's mission and vision as well as a commitment to diversity, equity, and inclusiveness
- Communicate a commitment to Midwestern agriculture, sustainability, and farmer support
- Is able and willing to work in an outdoor environment in adverse weather conditions and will commit to working the full outdoor season
- Has the ability to lift 50 pounds
- Has a valid driver's license and is able to drive a cargo van
- Is able to count money and do basic math in a busy environment
- Be a collaborative and communicative team member
- Continually promote and achieve high standards of quality at work, apply attention to detail to the execution of all projects and constantly look for problems to solve and ways to improve
- Possess excellent interpersonal skills and the ability to interact with a diverse group of people, including fellow staff members, market vendors, donors, and other key stakeholders
- Exhibit integrity, discretion, and professional maturity to effectively handle conflict
- Have technology proficiencies (Google Suite)
- Candidates with Polish, Russian and/or Spanish language proficiency are highly encouraged to apply
- Access to reliable transportation and/or vehicle, as well as a valid driver's license and current First Aid/CPR Certification preferred
- The successful candidate will be required to obtain a ServSafe and Summer Sanitation certification as well as CPR/First Aid certification to be paid for by the organization

*Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! Candidates who possess a familiarity with issues related to the local food system are preferred. We strongly encourage all interested candidates to apply.*

### Work Environment

The Operations Assistant will work in a variety of settings, primarily outdoors. Our operations are essential and are conducted in-person and in all weather types: rain, snow, or shine! This position will require occasional administrative work in our office and/or remote.

### Schedule

This position is part-time, up to 20 hours per week. Between April-November, the Operations Assistant MUST be available to work on Wednesdays and Saturdays between 4:30am - 2:30pm to support critical market operations.

Some office work at the GCM office and/or remote work at home will be required. Some nights and weekends will be required and frequency will fluctuate depending on seasonality.



### Compensation Package

This position is part-time and will be compensated \$20/hour. The position will also receive a \$37.50/month stipend to cover costs associated with the use of a personal cell phone.

### Anticipated Hiring Process

The hiring process will include a brief application and two rounds of interviews. First round interviews are typically conducted via Zoom; however alternate arrangements can be made upon request. The anticipated start date for the position is March 8, 2023. Applicants will be selected on a rolling basis. The first review of applicants will take place on February 6, 2023. We aim to conduct the first round interview the week of February 13 to be followed with a paid working interview on Saturday, March 18.

### To Apply

Applicants should [submit a résumé and submit a brief application via this Typeform](#). No phone calls or dropins, please.

*Green City Market is an equal opportunity employer. Green City Market does not discriminate on the grounds of race, color, religion, sex, marital status, national origin, age, disability, veteran's status, sexual orientation or any other protected status.*