



## Market Operations Manager

Green City Market (GCM), a nationally recognized farmers market and local food advocate, seeks a Market Operations Manager.

Are you passionate about local food, sustainability, and education? Are you detail oriented and ambitious about the work you do? Do you love spending time outside and bringing a little bit of nature to the city? You might be the perfect fit for this role.

The Market Operations Manager oversees the daily operations of GCM's market locations. This includes managing a team of market staff, farmer relations, and marketing at all GCM locations. In this role, you will have space to think creatively and strategically about the market while getting your hands dirty during market hours with other team members. You are a spokesperson, an advocate, a trainer, and a community builder.

The Market Operations Manager reports to the Executive Director. This is a full time, year-round position. This position will get to enjoy working outdoors at the markets as well as in the office on a flexible schedule. Market hours vary but do include evening and weekend hours.

### **As the Market Operations Manager, you will:**

- Hire, train, and manage all market staff and ensures the smooth daily operation of each market
- Supervise or assist staff in setting up/break down of the market daily including market layout and coordinating with Park District and city officials as needed.
- Ensure all storage spaces and equipment are kept organized, available and inventoried throughout the season.
- Oversee all at-market and some outreach programs (Link, Club Sprouts, Chef Demo, Edible Gardens, Field Trips, & Compost) in collaboration with the Program Coordinator.
- Manage volunteers throughout the market day and at special events as needed.
- Supervise and implement the vendor application process as well as regular processing of vendor payments safely and accurately.
- Conducts farm visits to learn more about GCM vendors and their growing practices.
- In consultation with ED, develop and implement operations plan for each market.
- Represent GCM to communities and member/partner organizations (e.g. Chambers of Commerce, neighborhood groups).



### A successful applicant:

- Is able and willing to work in an outdoor environment in adverse weather conditions.
- Is able to lift 50 pounds safely.
- Knows Midwest agriculture, farmers markets and home cooking.
- Has experience in agriculture/farming/local food
- Has an entrepreneurial spirit.
- Has good spatial understanding for creating market layouts.
- Is able to problem solve creatively, efficiently, and effectively.
- Provides leadership that promotes teamwork and a positive work environment.
- Has excellent verbal and written communication.
- Is able to count money and do basic math in a busy environment.
- Computer proficiency in Google (Gmail, Sheets, & Docs), Word & Excel.

Vehicle and current First Aid/CPR Certification preferred.

**To Apply:** Applicants should submit a résumé and cover letter to Melissa Flynn, Executive Director, at [admin@greencitymarket.org](mailto:admin@greencitymarket.org) with "Market Operations Manager" in the subject. No phone calls or drop-ins, please.

### About Us

Green City Market (GCM) is a nationally recognized farmers market that has significantly enhanced Chicago's food system over the last 18 years. Working with GCM is fast paced, exciting, and provides the opportunity to have a direct impact on the food that is available in Chicago, food access, and edible education to develop the next generation of sustainable eaters and potential farmers. We are looking for energetic, dedicated, and passionate people who want to work hard and make Chicago the place for sustainable food. A typical work week for this position is Tuesday through Saturday.

*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.*