



## Program Coordinator

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

Are you passionate about local food sustainability and education? Do you enjoy thinking creatively about how to teach complicated topics? Are you a natural planner and leader? 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 Program Coordinator runs all of GCM's at-market and community programs that foster interactive education about local food, cooking, and gardening. This includes Club Sprouts for our youngest eaters, the Edible Gardens, Chef Demonstrations, school field trips, and Edible Education.

The Program Coordinator is a full time, year-round position that reports to the Market Operations Manager. Your role gives you the time to be present at each market. You will also have time in the office for program planning and preparation. Availability on Saturdays is a must as this is GCM's biggest market day.

### As the Program Coordinator, you will:

- Manage At-Market Programs - Club Sprouts, Chef Demos, Wednesday Workshops, Edible Gardens/field trips, Link Matching, and Compost
- Oversee GCM Info Booth to ensure volunteers are being managed effectively
- Create field trip template, coordinates booking of field trips, trains staff to also conduct field trips
- Enhance Chef Demo program to connect vendors with demonstrations and ultimately to shoppers
- Develop lesson plans for Edible Education with culinary and garden team
- Collaborate with school administration to make sure all forms and program information is clearly communicated
- Occasionally lead edible education lessons
- Track all program outputs and outcomes
  - Work with the Development Manager to communicate program statistics

### A successful applicant:

- Has a passion for the sustainable food movement and edible education
- Can create and implement organizational systems
- Has excellent written and oral communication skills



- Exemplary attention to detail
- Demonstrated ability to communicate and work with students of all ages from Kindergarten through adult in sustainability and urban agriculture
- Experience in creating edible education lessons preferred
- Works well both independently and collaboratively
- Creative and flexible mindset; ability to maintain a sense of humor
- Demonstrated proficiency with MS Word, Excel, and Google Apps (docs, forms, sheets)
- Four year college degree preferred

### Compensation

\$30,000-\$35,000 depending upon skill set and experience.

**Start Date:** January 2018

**To Apply:** Applicants should submit a résumé and cover letter to Melissa Flynn, Executive Director, at [admin@greencitymarket.org](mailto:admin@greencitymarket.org) with "Program Coordinator" 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 19 years. GCM's core programming includes year-round markets, edible education, and food access initiatives. Working with GCM provides an opportunity to directly impact local agriculture and food literacy in Chicago. We are looking for an energetic, dedicated individual who will work hard to further GCM's role as an educational resource as Program Coordinator.

*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.*