



Green City Market (GCM), a nationally-recognized nonprofit organization and local food advocate, seeks a driven Operations Coordinator

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.

Culture

At Green City Market, all of our community members must abide by our [Community Commitment](#). This agreement is one way we set expectations around our culture. We are sustainable, inclusive, connected, respectful, knowledgeable, and communicative. We encourage you to read our Community Commitment before applying to get a better understanding of how we work with one another.

Responsibilities

Reporting to the Operations Manager, the Operations Coordinator will play a critical role supporting Green City Market's mission, primarily through supporting the successful operations of all aspects of our organization. We imagine that the person who fills this role will spend their time in the following ways:

Leadership 10% (4 hours/week)

- 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 stakeholders
- Effectively and passionately communicates GCM's vision to the broader community
- Build positive and intentional relationships with key stakeholders including vendors, volunteers, shoppers, culinary community, and more to sustain GCM's mission
- Support the monitoring of organizational communications channels (e.g. phone, email, mail) as needed
- Executes and maintains clear operational guides and systems to ensure consistency of operations

Human Resources (75% - 30 hours/week)

- Coordinate volunteer program to include recruitment, training, scheduling, communications, etc. in collaboration with program staff
- Works collaboratively with staff to ensure operational standards are integrated cross-departmentally
- Works collaboratively with development staff to ensure sponsorship deliverables are executed with a high degree of care and customer service
- Support operations department in executing the organization's goals and strategy related to staffing, including recruiting, onboarding, retention, and transition
- Support project management of special events and projects to ensure deadlines and key objectives are met across departments
- Coordinates at-market entertainment (e.g. musicians)



Finances 10% (4 hours/week)

- Possess a working understanding of operations-related budget line items to develop skills related to forecasting expenditures and revenue
- Gather and present purchasing quotes, execute approved purchasing, demonstrate understanding of and adherence to financial controls and risk management strategies
- Execute procurement and inventory processes alongside managers
- Record accounts payable transactions in compliance with financial policies and procedures
- Perform day to day financial transactions (both accounts payable and receivable), including verifying, classifying, and depositing
- Verify, investigate, and rectify discrepancies
- Facilitate timely payment of invoices
- Provide support for the preparation of year-end audit and IRS national and state filings

Facilities (5% or 2 hours/week)

- Support Operations Manager with permitting processes for programs (e.g. Chicago Parks District, DCASE, CDOT, special events, etc.) and general operations as needed
- Execute and maintain day-to-day use of and policies for organizational and programmatic facilities and monitor proper use, availability of supplies/systems/technologies, cleanliness, configurations/layouts
- Execute administrative functions to include all facilities and events logistical needs with the Operations Manager

Applicant Profile

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 small- to mid-sized sustainable farmers and farmers markets are preferred. Basic knowledge of gardening, culinary skills, and/or food security are also highly desirable. We strongly encourage all interested candidates to apply.

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
- Have 1+ years of professional experience with a proven track-record of success with operations and logistics
- Be a collaborative and communicative team member
- Have the ability to be self-motivated and a balanced preference and ability to work independently and with a team
- Possess a desire to pursue continuous learning to further develop skills that benefit the employee, the role, and the organization
- Continually promote and achieve high standards of quality at work, apply attention to detail to the execution of all projects and look for ways to improve using data
- Demonstrate enthusiasm for organizational change that drives progress while showing openness to different ways others do things by employing a continual spirit of learning
- Enjoy designing, implementing, and managing complex, long-term projects through the development of processes/systems to meet deadlines, fulfill commitments, track progress, and achieve goals



- 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 handle highly confidential information
- Have the ability to lift 50 pounds and willingness to work outdoors in a variety of weather conditions at market or events
- Have technology proficiencies (GCM uses Google Suite for Nonprofit, PCs, Quickbooks Online, Notion, Slack, Bloomerang, and other systems to manage operations)
- Due to the nature of the job, applicants with a vehicle and valid Driver's License are preferred
- Candidates with Russian, Polish, Chinese (Mandarin and Cantonese), and Spanish language proficiency are encouraged to apply

Schedule & Work Environment

At GCM, we seek employees who know how to balance life and work. We focus on results and expect our team to execute responsibilities with a high degree of professionalism.

Full-time employees are expected to work between 35-40 hours/week on average.

The Operations Department works a Tuesday - Saturday schedule. Hours/days may vary with respect to Special Events which will be communicated during the hiring process.

On Wednesdays and Saturdays, the Operations Coordinator may work at the market to support operations. The Operations Coordinator must be available between 4:30 am - 2:00 pm on market days. Our work is essential and is conducted in-person, outdoors and in all weather types: rain, snow, or shine!

During office hours on Tuesdays, Thursdays, and Fridays, the daily schedule is flexible at the discretion of the employee's manager with core office hours taking place between 9 am and 3 pm. Office work is conducted both in-person at our Avondale office as well as remotely when possible.

Compensation Package

- Base Salary: \$50,480
- PTO: 20 paid vacation days, 10 paid floating holidays, 10 paid sick days, + annual year-end office closure
- Medical, Dental, Vision Insurance
- Education enrichment budget
- \$75/month mobile stipend
- 401k Retirement Plan with Employer Matching

Anticipated Hiring Process

The hiring process will include a brief application and two rounds of interviews. The anticipated start date for the position is July 6, 2024. Applicants will be selected on a rolling basis. Submit application by May 31, 2024 for priority consideration .

To Apply

Applicants should submit a résumé and submit a brief application via [this Typeform link](#). 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.

