



Green City Market (GCM), a nationally-recognized nonprofit organization and local food advocate, seeks a driven Part-Time Programs 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.

Opportunity Overview

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

Reporting to a Programs Manager, our Part-Time Programs Assistant will play a critical role by supporting Green City Market's mission, primarily through overseeing the successful execution of our farmers support, food access, and edible education programming.

Learn more about our programming at www.greencitymarket.org/what-we-do.

Responsibilities

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

Leadership - 5% (2 hours/week)

- Effectively and passionately communicates GCM's mission and vision to the broader community
- 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
- Build positive and intentional relationships with key stakeholders including program beneficiaries and supporters to ensure they receive value from their experience with GCM that helps to sustain GCM's mission
- Assist volunteers with volunteer-led program execution with support and guidance from Operations Coordinator and Programs Managers



General Program Operations - 95% (18 hours/week)

- Execute engaging programming that is aligned with strategic objectives, including communicating about GCM's mission, vision, values, programs, and impact
- Provide general administrative support, both on-site and in office that contributes to the successful execution of any of GCM's programs as needed
- Collect, analyze, and collaboratively communicate quantitative and qualitative data that showcases programmatic impact
- Identify opportunities for programmatic improvement, suggesting possible root-causes of problem areas, analyzing data, and implementing solutions
- Support Programs Manager in working collaboratively with programs department to ensure programming is seamlessly integrated into the market experience
- Support Programs Manager in working collaboratively with development staff to ensure compliance with grant requirements including providing support for applications, reports, site visits, and other tasks related to programmatic funding
- Support Programs Manager in working collaboratively with communication staff to share stories of programmatic impact that furthers philanthropic support of GCM's work
- Coordinate and execute market logistics such as setup, operations, and breakdown to ensure a smooth and efficient program operation under the direction of the Programs Managers
- Maintain positive relationships with vendors, addressing concerns, and providing assistance as needed
- Conduct Info Tent operations including retail sales, customer inquiries, etc. ensuring a high caliber of financial and privacy controls where necessary

Below are a few, non-exhaustive examples of types of programmatic work that our Programs Assistants may work on:

Farmer Support Programs

- Offer at-market support to vendors (e.g. helping to unload trucks, sweeping a path, line management, etc.)
- Facilitate parking for chef guests and vendors

Food Access Programs

- Facilitate customer-facing nutrition assistance program transactions at market (*e.g. SNAP, SFMNP, GCM For All, Link Up IL, etc.*)
- Facilitate food recovery collection for Farm to Fridge and Nourishing Neighbors programs

Edible Education Programs

- Execute Club Sprouts curriculum and activities geared toward children (approximately 4-10 years old)
- Procure samples that ensure the tastings reflect the local, sustainable, and seasonal product offered by GCM's vendors
- Support scheduling and execution of Farm-to-Market field trips geared toward preschool - high school
- Assist with Edible Gardens maintenance as necessary
- Provide administrative support for Sustainable Supper Series program

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, vision, and values
- Have 1+ years of professional experience
- Be collaborative and communicative
- Have the ability to be self-motivated and a balanced preference and ability to work independently and with a team
- 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
- 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 as this position may required the set-up/tear-down of tents, tables, the moving of program bins, or other physical activities
- 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, and other systems to manage operations)
- Candidates with Russian, Polish, Chinese (Mandarin and Cantonese), and Spanish language proficiency are encouraged to apply

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.

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.

The Programs Department typically 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, our Programs Assistants will execute programming on site at our market locations. Market days begin at 4:30 a.m. and generally conclude by 2:00 p.m. Our programs are essential and are conducted in-person, outdoors and in all weather types: rain, snow, or shine!



Office hours are flexible and will be set at the discretion of the Program Assistant's manager with input from the Program Assistant's availability. Office work is conducted both in-person at our Avondale office as well as remotely when possible.

Compensation Package

- Base Compensation: \$20/hr
- PTO: Paid sick, vacation, floating holidays accrued based on hours worked
- \$37.50/month mobile stipend
- 401k Retirement Plan

Anticipated Hiring Process

The hiring process will include a brief application and two rounds of interviews. For the safety of our candidates and team, interviews are being conducted virtually through the Covid-19 pandemic. The anticipated start date for the position is March 16, 2024. Applicants will be selected on a rolling basis. The first review of applicants will take place on February 20, 2024.

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.