

Position: Market Coordinator
(Seasonal: April-October)
Hours: 20 hours/wk



Job Description: The Market Coordinator oversees Plant Chicago's farmers market, including vendor relations, market management, and associated administrative and outreach activities.

Roles & Responsibilities

- Coordinate & manage onsite farmers markets: Oversee market days, including set up, clean up, parking, security, vendor management, Link/EBT station, and market programming. Enforce all market rules and applicable health codes. Train and manage market volunteers (50%)
- Complete administrative duties associated with market program, including data collection and reporting (20%)
- Manage Plant Chicago's Farmstand space, including ordering and stocking products, setting pricing, maintaining the space, and staffing the space or working with volunteers to do so during open hours (15%)
- Conduct community outreach to increase market attendance and engagement with the Back of the Yards neighborhood, including "mobile markets" (10%)
- Other: Collaborate with PC staff to integrate research and education programs into Farmstand and market activities. Support Plant Chicago's community outreach, volunteer, social media and workshop programs (5%)

Required Skills & Experience:

- Ability and desire to work with people of many different backgrounds
- Proficiency with MS Word and Google Drive
- Prior experience managing or working with a farmers market
- Highly detailed and organized
- Have outstanding customer service, listening, and de-escalation skills
- Experience supervising volunteers and/or interns
- Ability to lift 50 lbs
- A passion for engaging diverse audiences in local food and sustainability
- Saturday and occasional evening availability

Preferred Qualifications:

- 4-year college degree, or a combination of education/experience in related field
- Familiarity with Back of the Yards neighborhood and other communities on the south side of Chicago
- Proficient in conversational Spanish

To apply: Please send resume and cover letter to elizabeth@plantchicago.org. Applications are due by March 14, 2018. Pay for this position is \$15/hr.