Market Assistant

Green City Market is a thriving, producer only farmers market heading into its’ 19th season. Green City Market is looking to hire a reliable, trustworthy, and friendly team member to work as our Market Assistant. This position will assist market operations at three farmers markets per week (GCM Lincoln Park-Wednesday & Saturday, GCM’s new Northside market-Thursday). The Market Assistant will work closely with the Market Manager to ensure successful and organized markets.

JOB RESPONSIBILITIES
I. On-Site Duties
• Set-up of the market site including getting vehicles towed, removing trash, vendor load in/load out, etc.
• Implement the set up/break down of the market daily including market layout, tent set-up, signage, compost stations.
• Ensure all storage spaces and equipment are kept clean, organized, and inventoried throughout the season.
• Work the information booth when setup is complete, answering volunteer questions and creating a positive volunteer experience.
• Maintain excellent vendor relations and communication; remember that we put farmers first in everything that we do.
• Maintain excellent customer service for shoppers, which includes being knowledgeable about the GCM mission, Midwest agriculture and the products available at a given market.
• Assist with surveys, special events and programs (like Chef BBQ & Savor the Seasons) as necessary.
• Maintain a pleasant, safe, and positive market atmosphere for vendors, shoppers, & volunteers.
• Assist with LINK and matching benefits redemption on-site
• Assist with on-site marketing initiatives.
• Accommodate non-profit booths, musicians, partner booths, and sponsor booths as necessary.

II. Vendor Policies
• Work with Market Manager to ensure GCM vendor policies are equitably and fairly implemented.
• Alert Market Manager to vendor infractions and maintain professionalism with vendors.

III. Vendor Relations and Communication
• Communicate vendor concerns (verbal or formal) and other vendor issues with Market Manager.

MARKETING AND COMMUNITY RELATIONS
I. Marketing
• Track new products and seasonal arrivals for marketing purposes (Savor the Seasons, social media).
• Take pictures of market and products as requested.
• Put up appropriate signage each market day.

II. Community Outreach
• Assist with passing out flyers and posters as needed

SKILLS REQUIRED
• Ability to work in an outdoor environment in adverse weather conditions.
• Ability to lift 50 pounds safely, set up market tents, tables and materials safely.
• Ability to stand on feet outdoors for hours at a time if needed.
• Ability to work well with people from broadly diverse backgrounds.
• Ability to resolve conflict, maintain composure, and mediate issues as they arise.
• Ability to problem solve creatively, efficiently, and effectively.
• Ability to manage timelines.
• Patience.
• Ability to count money and do basic math in a busy environment.
• Computer proficiency in Google (gmail, drive, sheets, & docs), Word & Excel.
• Strong working relationship with Market Manager.

Vehicle and current First Aid/CPR Certification preferred

Hours: Training begins in early April. Commitment to the full market season (May 6th – October 28th) is required. 20 - 30 hours/week during Market Season. Note: hours below may vary slightly.
• Wednesdays = 5am - 3pm (May 10 – October 25th)
• Thursdays= 2pm-9pm (June 15th – October 26th)
• Saturdays= 5am-3pm (May 6th – October 28th)
Limited vacation days may be available with early notice

Compensation: $12-15/hour

How to apply: Applicants should submit a résumé and cover letter to Melissa Flynn, Executive Director, at admin@greencitymarket.org with “Market Assistant” in the subject. No phone calls or drop-ins, 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.