



## **Culinary Connections Manager**

### **Who We Are**

Green City Market builds a resilient local food system rooted in farmer support, edible education, and food access for all. Our markets connect Chicagoans with small and sustainable farmers while creating vibrant community spaces where farmers, chefs, and neighbors gather around food, seasonality, and learning.

### **The Role**

The Culinary Connections Manager stewards Green City Market's relationships with chefs, restaurants, and culinary partners while supporting strong, day-to-day operations across all market sites.

This role is rooted in the market, maintaining a consistent on-site presence and working closely with the Market & Vendor Relations Manager to support operations and culinary programming. It connects chefs with farmers, coordinates seasonal sourcing, and weaves culinary engagement into markets, education programs, and signature events.

In partnership with the Edible Education Coordinator, this role brings chefs and seasonal ingredients into education initiatives, helping translate the work of farmers into hands-on learning experiences that reflect regional agriculture and the season.

The Culinary Connections Manager also helps ensure that this work is organized and measurable, maintaining clear systems for tracking partnerships, participation, and program outcomes to support reporting, fundraising, and long-term planning.

As part of the Market Stewardship Committee, this role contributes to vendor review, market standards, and future strategy as Green City Market continues to grow, including its year-round presence in North Center.

### **Key Responsibilities & Time Allocation**

- **Market Operations (25%)**
  - Maintain a regular on-site presence at markets and support smooth operations across GCM locations.
  - Assist with market setup and breakdown, including program spaces and culinary activation areas.
  - Serve as acting site lead when assigned and support coordination of staff, vendors, volunteers, and partners.
- **Data, Coordination & Reporting (25%)**



- Track chef engagement, program participation, and market-based culinary activity.
- Maintain organized records of partners, programs, and outcomes.
- Support data collection and reporting in collaboration with Development and Operations teams, ensuring alignment with grants and organizational goals. Use insights from this work to strengthen future programming and partnerships.
- **Culinary Partnerships (20%)**
  - Steward relationships with chefs, restaurants, and culinary partners.
  - Recruit and coordinate chefs for markets, education programs, donor experiences, and signature events in collaboration with the Education Coordinator and Development team.
  - Maintain a strong, values-aligned pipeline of culinary partners.
  - Act as a connector between chefs and farmers, helping build strong working relationships and clear communication around sourcing and timing of seasonal ingredients.
- **Education Coordination (15%)**
  - Supervise the Edible Education Coordinator.
  - Align Club Sprouts, field trips, and education programming with seasonal products and market activity.
  - Integrate farmers and seasonal ingredients into education programs and demonstrations.
- **Signature Events (5%)**
  - Coordinate chef participation in Chef BBQ and other culinary events in partnership with the Development team.
  - Connect chefs with participating farmers and seasonal ingredients.

#### **This Role Is Well-Suited for Someone Who**

- Thrives in **fast-paced, public-facing environments**.
- Enjoys balancing **hands-on market work with relationship-driven partnership building**.
- Is energized by farmers markets and seasonal food communities.
- Loves early morning, working with **farmers, chefs, and food businesses**.
- Brings strong organization, follow-through, and communication.

#### **Qualifications**

- **3+ years of experience** in farmers markets, food systems, hospitality, culinary partnerships, or operations.
- Experience supporting **on-site logistics, market operations, or event setup**.
- Strong relationship-building skills and ability to collaborate across teams.
- Sound judgment, attention to detail, and problem-solving skills.



- Ability to meet the **physical demands of market work**, including early mornings, standing for long periods, lifting up to 50 pounds, and working outdoors in varying weather conditions.
- **Reliable transportation** to travel between market sites and partner locations.
- Familiarity with tools such as **Google Workspace, CRM systems, QuickBooks, Mailchimp, and Slack**. Experience in **restaurants, hospitality, culinary programs, or food events** is highly relevant and encouraged.

### **Preferred**

- Experience working at the intersection of **food access, local agriculture, and community food systems**.
- Bilingual or multilingual proficiency in **Russian, Polish, Chinese (Mandarin or Cantonese), and/or Spanish**.

### **Schedule & Work Environment**

This is a **full-time, exempt position** with a strong on-site presence at Green City Market locations.

The typical schedule runs **Tuesday–Saturday**, with market days beginning as early as **4:30 a.m.** and often involving long shifts that include setup and breakdown.

Work takes place primarily **outdoors at market sites and hybrid remote**, as well as occasionally at community partner locations or the Green City Market office.

**Reports To:** Director of Programs

**Supervises:** Edible Education Coordinator

### **Primary Location:**

Green City Market Homestead

2457 W Montrose Ave

Chicago, IL 60618

Market Locations: Lincoln Park and West Loop

### **Compensation & Benefits**

**Salary:** \$60,000–\$65,000 annually

Benefits include:

- Medical, dental, and vision insurance (85% employer covered)
- 401(k) with employer match
- Monthly mobile stipend
- Professional development support
- 20 vacation days, 10 floating holidays, 10 sick days, plus seasonal office closures



### **Equal Opportunity Employer**

Green City Market encourages candidates of all backgrounds, identities, and experiences to apply and is committed to building an inclusive workplace.

### **Youth Safety & Compliance**

Because this role supports programming that includes youth and school groups, employment is contingent upon completion of a background check and adherence to Green City Market's youth safety practices.

### **Employment Disclaimer**

This job description describes the general nature of the role and does not represent an exhaustive list of responsibilities. Duties may evolve as organizational needs change.