



## **Job description: Culinary Connections Manager**

### **The Role**

The Culinary Connections Manager is a member of the Market & Programs team and leads Green City Market's culinary partnerships, strengthening the connection between farmers, chefs, and the broader community.

This role is rooted in the market, maintaining a strong on-site presence while supporting daily operations across all locations. It serves as a connector, aligning chefs with farmers, coordinating seasonal sourcing, and integrating culinary experiences across markets, education, and events.

Working in close collaboration with the Edible Education and Development teams, this role helps translate what is happening in the market into meaningful, accessible experiences that reflect the season and the work of our farmers.

This role also ensures that culinary engagement is organized and measurable, maintaining systems to track participation, partnerships, and program outcomes that support reporting, fundraising, and long-term planning.

### **Key Responsibilities**

#### **Market Operations & On-the-Ground Leadership (25%)**

- Maintain a consistent on-site presence across Green City Market locations.
- Support market setup and breakdown, including culinary and program activation spaces.
- Serve as acting site lead when assigned, supporting coordination of staff, vendors, volunteers, and partners.
- Troubleshoot in real time and help ensure a strong, welcoming market experience.

#### **Culinary Partnerships & Engagement (25%)**

- Build and steward relationships with chefs, restaurants, and culinary partners.
- Recruit and coordinate chef participation across markets, education programming, donor experiences, and events.
- Maintain a strong, values-aligned pipeline of culinary partners.
- Serve as a connector between chefs and farmers, supporting clear communication around seasonal sourcing and availability.

#### **Education & Seasonal Programming (20%)**

- Work in close partnership with the Edible Education Coordinator to align programming with seasonal products and market activity.
- Collaborate on chef demos, tastings, and hands-on learning experiences that reflect

regional agriculture.

- Integrate farmers and seasonal ingredients into education programs in ways that are engaging and accessible to a range of learning styles.
- Support the growth of culinary and education programming at the Montrose location, including activation of the teaching kitchen and year-round offerings.

#### Data, Systems & Reporting (20%)

- Track chef engagement, program participation, and culinary activity across markets and programs.
- Maintain organized records of partnerships, scheduling, and outcomes.
- Support data collection and reporting in collaboration with Development and Operations teams, aligning with grants and organizational goals.
- Use insights to strengthen programming, partnerships, and future planning.

#### Signature Events & Organizational Support (10%)

- Coordinate chef participation in Chef BBQ, Peak Season, and other culinary events in partnership with the Development team.
- Support alignment between chefs and farmers for event sourcing and storytelling.
- Contribute to cross-team initiatives that strengthen Green City Market's programs and partnerships.

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

- Shows up steady and present in a high-volume, public market environment.
- Is energized by farmers markets, seasonal food, and community connection.
- Enjoys being both hands-on and relational, moving between logistics and people with ease.
- Communicates clearly and follows through, even in fast-moving situations.
- Is comfortable working early mornings and outdoors in all conditions.
- Is motivated by mission-driven work and wants to contribute to a nonprofit rooted in farmer support, food access, and education.

#### **Qualifications**

- 3+ years of relevant experience in farmers markets, food systems, hospitality, culinary partnerships, operations, or nonprofit programming.
- Experience supporting on-site logistics, events, or market environments.
- Demonstrated ability to build and maintain partnerships across teams and external stakeholders.
- Strong organizational skills and ability to manage multiple moving pieces at once.
- Ability to problem solve in real time and exercise sound judgment in dynamic environments.
- Ability to meet the physical demands of the role, 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 working within or alongside a nonprofit organization, including supporting

program tracking, reporting, or grant-aligned work.

### **Preferred**

- Experience working at the intersection of food access, local agriculture, and community food systems.
- Background in restaurants, hospitality, culinary programming, or food events.
- Bilingual or multilingual proficiency (Spanish, Polish, Mandarin, Cantonese, or Russian).

### **Compensation & Structure**

- Full-time, exempt
- Salary: \$60,000-\$65,000 annually
- Benefits include health insurance, retirement plan, paid time off, and professional development support
- Reports to: Director of Programs
- Direct Reports: Market staff, Educators, instructors, volunteers (as applicable)
- Location: GCM Homestead at 2457 W Montrose Ave Chicago IL 602625, and all market sites (Lincoln Park, West Loop,)

### **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.