



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

#### 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](http://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 the Executive Director, the Programs Manager, Farmer Support will play a critical role by supporting Green City Market's mission, primarily through overseeing the successful execution of our programming; most specifically GCM's Farmer Support programming.

Learn more about our programming at [www.greencitymarket.org/what-we-do](http://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 (10% or ~4 hours/week)

- Recruit, train, coordinate, and steward volunteers and seasonal staff necessary to successfully execute programs while displaying a deep commitment to diversity, equity, and inclusion
- Maintain effective management practices such as regular check-ins, 90-day reviews, professional development plans, and annual performance evaluations with direct reports
- Manage programming-related budget line items, accurately forecasting expenditures and revenue
- Contribute to a collaborative, positive, and professional work environment for the organization and its staff
- Effectively and passionately communicate GCM's vision to the broader community
- Build deep and thoughtful relationships with key stakeholders including program beneficiaries, government officials, donors, volunteers, and more to ensure they receive value from their experience that helps to advance GCM's mission

##### General Program Operations (See below for average time commitment)

- Pursue and possess current, working knowledge of issues, legislation, and strategic partners that may impact GCM's farmer support programs
- Develop and execute engaging programming that is aligned with achieving strategic objectives
- Design program evaluation methods to collect, analyze, and collaboratively communicate quantitative and qualitative data that showcases programmatic impact
- Identify opportunities for programmatic improvement, determine the root-cause of problem areas, analyze data, and implement solutions to maximize program impact



- Work collaboratively with fellow programs staff to ensure alignment and integration with other GCM programs as appropriate
- Work collaboratively with operations staff to ensure at-market programming is seamlessly integrated into the market experience and is adequately staffed
- Work 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
- Work collaboratively with communication staff to share stories of programmatic impact that furthers philanthropic support of GCM's work and program participation
- Provide general administrative support that contribute to the successful execution of GCM's programs

Key program-specific responsibilities include but are not limited to the following:

#### Markets (50% or ~20 hours/week)

- Oversee applications process, in collaboration with the GCM Applications Committee and Executive Director
- Takes primary responsibility for establishing and maintaining a working knowledge of vendor compliance with all GCM, city, state, and federal rules, regulations, and licensing related to ensuring the safety of consumers and producers in the GCM community and oversees efforts to ensure vendors' continued adherence to those requirements
- Serve as primary point of contact for GCM vendors to include drafting and distributing vendor newsletter and all related communications

#### Culinary Connections (30% or ~12 hours/week)

- Identify, cultivate, solicit, and steward culinary talent to participate in Green City Market's signature events and culinary demonstrations
- Establish welcoming market experience for the culinary industry via activities such as chef parking, culinary welcome packet, etc.
- Create opportunities for collaboration and connection between culinary industry and farmers

#### Farm Forward Fund (10% or ~4 hours/week)

- Support development and execution of Farm Forward Fund in collaboration with Executive Director and cross-departmental teams

#### Applicant Profile

A successful applicant will:

- Demonstrate a deep conviction to Green City Market's mission, vision, and values
- Possess a knowledge of and a passion for pursuing a continuous understanding of sustainable agriculture in the Midwest
- Have 5+ 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 require 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 Spanish, Russian, or Polish language proficiency are encouraged to apply

*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 the local food system are preferred. We strongly encourage all interested candidates to apply.*

#### Work Environment

The Programs Manager will work in a variety of settings. Our operations are essential and are conducted in-person and in all weather types: rain, snow, or shine!

#### Schedule

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.

On Wednesdays and Saturdays, the Programs Manager will regularly enjoy working at the market to execute at-market programming. Markets operate between 7am - 1 pm in Lincoln Park and 8am - 1pm in the West Loop.

During office hours on Tuesdays, Thursdays, and Fridays, the daily schedule is flexible with core office hours taking place between 9 am and 3 pm.

Some nights and weekends will be required and frequency will fluctuate depending on seasonality. Regular attendance at Board of Directors meetings held semi-monthly during work hours is required.

#### Compensation Package

- Base Salary: \$55,000
- PTO: 20 paid vacation days, 10 paid floating holidays, 10 paid sick days, + annual year-end office closure
- Medical, Dental, Vision Insurance
- Education enrichment budget
- \$75/month mobile stipend

#### 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 December 1, 2022. Applicants will be selected on a rolling basis. The first review of applicants will take place on October 24, 2022.



To Apply

Applicants should submit a résumé and submit a brief application at <https://greencitymarket.typeform.com/to/eAWDlnxx>. 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.*