



Green City Market (GCM), a nationally-recognized nonprofit organization seeks a driven Operations Coordinator

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.

Opportunity Overview

Are you passionate about supporting sustainable farmers, educating our community, and expanding access to local food? Have you been described as ambitious and self-motivated? 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 Operations Manager, the Operations Coordinator will play a critical role supporting Green City Market's mission, primarily through supporting the successful operations of all aspects of our farmer support programs, physical markets and e-commerce markets.

Responsibilities

We imagine that the person who fills this role will spend their time in the following ways:

Market Operations

- Coordinates volunteer program including recruitment, training, scheduling, communications, etc.
- Facilitates LINK transactions and settlement procedures
- Facilitates merchandise sales at markets and ensures accurate inventory management
- Coordinates at-market entertainment (e.g. musicians)
- Draft and distribute market operations newsletter
- Collects and reports daily market metrics, including volunteer attendance and customer counts
- Provides general administrative support of market operations

Administrative Operations

- Monitors general communications to include email, phone, mail, etc.
- Places inventory and office supply orders as required
- Delivers reports to department heads, management teams and board to provide insight into the overall efficiency of the organization
- Understands the expectations of open positions to source and screen candidates
- Observes, reviews and analyzes processes to identify inefficiencies and areas where improvements could be made
- Designs and maintains clear operational guides to ensure consistency of operations
- Creates reports for business expense, financial records and audits
- Conducts general and clerical office tasks

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.



Applicant Profile

A successful applicant will:

- Demonstrate a deep conviction to Green City Market's mission and vision as well as a commitment to diversity, equity, and inclusiveness
- Have 1+ years of professional experience with a proven track-record of success with operations and logistics
- Be a collaborative and communicative team member
- 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 and 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)
- Due to the nature of the job, applicants with a vehicle and valid Driver's License are preferred
- Candidates with Spanish, Russian, or Polish language proficiency are encouraged to apply

Work Environment

The Operations Coordinator will work in a variety of settings. Our market operations are essential and are conducted in-person and in all weather types: rain, snow, or shine! Office work is currently being conducted remotely until it is safe to return to a shared workspace.

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 Operations Department typically works a Tuesday - Saturday schedule.

On Wednesdays and Saturdays, the Operations Coordinator will regularly enjoy working at the market to support market operations. Markets operate between 7am - 1 pm in Lincoln Park and 8am - 1pm in the West Loop. The Operations Coordinator must be available to assist with market tear-down and set-up outside of operating hours on occasion.

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: \$45,000



- PTO: 20 paid vacation days 8 paid holidays, and 5 paid sick days
- Medical: BCBS PPO
- Mobile Stipend: \$75/month

Anticipated Hiring Process

The hiring process will include a brief online 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 March 15, 2022. Applicants will be selected on a rolling basis. The first review of applicants will take place on January 31.

To Apply

Applicants should submit a résumé and submit a brief application at <https://greencitymarket.typeform.com/to/XRqrLK0Z>. 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.