



## **Job Description: Edible & Culinary Education Manager**

### **Who We Are**

Green City Market (GCM) is a 501c3 nonprofit whose mission is to build a resilient local food system rooted in farmer support, edible education, and food access for all. We uplift small and sustainable farmers, educate our community about where food comes from, and ensure every Chicagoan can access fresh, locally grown food. Our markets are places of connection, stewardship, and shared responsibility — supporting farmers, nourishing neighborhoods, and strengthening the regional food economy.

### **The Role**

The Edible & Culinary Education Manager is a program leader responsible for designing, delivering, and growing GCM's education programs across markets, partner sites, and our Montrose location.

This role blends program leadership, facilitation, and operational management, ensuring education is engaging, inclusive, and aligned with GCM's mission while building toward year-round programming.

### **Key Responsibilities**

#### **Education Program Strategy & Delivery**

- Lead the strategy, design, and execution of GCM's edible education programs across markets and partner sites.
- Ensure all programming reflects GCM's mission, with clear alignment to farmer support, food access, and community connection.
- Develop and evolve scalable program models in alignment with the permanent education space and teaching kitchen.

#### **Core Programs Oversight:**

- **Club Sprouts:** Lead curriculum design and delivery; ensure consistent, high-quality youth programming across markets.
- **Farm-to-Market Field Trips:** Direct school partnerships, curriculum, and on-site execution of field trips.
- **Culinary & Community Education:** Oversee classes, demonstrations, tastings, and workshops; cultivate chef and vendor partnerships.

#### **Food Access & Community Partnerships**

- Partner closely with the Food Access team to design and deliver nutrition education and food access—aligned programming.



- Build and manage relationships with community-based organizations, schools, and partners.
- Ensure programming is accessible, relevant, and responsive to community needs.

### **Data Collection, Evaluation & Impact**

- Establish and lead systems for tracking participation, outcomes, and program impact.
- Oversee consistent data collection across all education programs, including both quantitative and qualitative metrics.
- Translate program data into clear insights to support grant reporting, storytelling, and organizational decision-making.
- Partner with Development and Communications to align data with fundraising, sponsorship, and reporting needs.

### **Budget & Administrative Management**

- Own and manage the education program budget, including planning, tracking, and reporting.
- Oversee program-related expenses, ensuring alignment with financial goals and sustainability.
- Manage program logistics including scheduling, supplies, vendor coordination, and site needs.
- Maintain organized systems for program materials, documentation, and internal communication.

### **Team Leadership & Operations**

- Recruit, train, and manage seasonal educators, instructors, and volunteers.
- Set clear expectations, provide ongoing support, and ensure strong program delivery across sites.
- Oversee staffing plans and on-the-ground execution of all education programming.
- Collaborate cross-functionally with Programs, Operations, and Development to ensure alignment and smooth execution.

### **Revenue & Donor Engagement**

- Partner with Executive, Programs, and Development leadership to align education programs with earned revenue and sponsorship opportunities.
- Support donor-facing experiences, including chef-led classes and education-focused events.
- Contribute to revenue goals while maintaining program accessibility and integrity.

### **Representation & Storytelling**

- Serve as a public-facing leader for GCM's education programs at events, media opportunities, and community engagements.



- Work with Communications and Development to share program impact through compelling, data-informed storytelling.

## **Qualifications**

- Experience in education, youth programming, food systems, nutrition, or community-based learning.
- Strong facilitation skills and comfort working with diverse groups including youth, families, and adults.
- Ability to design inclusive programming that supports different learning styles and abilities.
- Strong organizational skills and ability to manage multiple programs simultaneously.
- Comfort working in dynamic, fast-paced, and outdoor environments.
- Interest in food systems, seasonality, and local agriculture.
- Bilingual or multilingual proficiency in Russian, Polish, Chinese (Mandarin or Cantonese), and/or Spanish is a plus

## **Compensation & Structure**

- Full-time, exempt
- Salary: \$60,000
- 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 Statement**

Green City Market is an equal opportunity employer and is committed to building a team that reflects the diversity of our community. We encourage candidates of all backgrounds, identities, and experiences to apply. We celebrate diversity and are dedicated to creating an inclusive environment where all employees feel valued, respected, and supported.

## **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 is intended to describe the general nature of the role and does not constitute an employment contract.

