



Bilingual Farmers Market Manager (Seasonal)

Greenmarket- GrowNYC

100 Gold Street, Suite 3300, NY, NY 10038

Fax- 212.788.7913

Email- jobs@greenmarket.grownyc.org

Greenmarket Organization Information

Greenmarket is a program of GrowNYC, a NYC-based non-profit organization. Greenmarket's mission is to promote regional agriculture and ensure a continuing supply of fresh local produce for New Yorkers. Greenmarket supports farmers and preserves farmland for the future by providing regional, small family farmers with opportunities to sell their fruits, vegetables and other farm products directly to New Yorkers.

2017 Seasonal Market Manager Positions

Speakers of Spanish, Chinese and other languages are strongly encouraged to apply. Market Managers are Greenmarket's representatives to the public. On a daily basis, they work to build healthy communities and create an environment where local farmers can sell their products and keep their farms viable.

The Market Manager position is seasonal, and is comprised of three equally important components – operations, promotions and managing the Healthy Exchange program (EBT- Electronic Benefits Transfer/SNAP- Food Stamps) at market. We are searching for outgoing, decisive, flexible, organized early-risers who can multi-task. A thorough understanding of seasonal, local food and growing practices is beneficial.

Market Manager Responsibilities:

Operations:

- Enforce Greenmarket rules and regulations.
- Oversee market set up - position farmer trucks and tents according to the market layout.
- Complete daily reports and other market paperwork by assigned deadlines.
- Resolve conflict in the market as it arises, between farmers, customers, and the public.

Promotions & Outreach:

- Communicate and maintain relationships with customers, community leaders, park employees, local merchants, construction personnel, outside vendors, politicians, etc. while representing Greenmarket.
- Plan and conduct cooking demonstrations and other at-market promotional events.
- Perform outreach in the local community to promote markets, and the use of EBT/Food Stamps at the market.

Healthy Exchange:

- Perform EBT and debit/credit transactions at market and maintain accurate records of those transactions using Greenmarket reporting platforms.
- Learn about and educate customers on a variety of food access and incentive programs.

Requirements:

- Attend weekly meetings in the office and regularly communicate with supervisors regarding markets.
- Work outdoors, standing and walking for extended periods of time (up to 12 hours in a day), sometimes in extreme temperatures.
- Transport heavy/bulky items and equipment
- Work in a potentially noisy environment.
- Work weekends and holidays; especially Saturdays.
- Be willing to obtain a valid Department of Health's Food Protection Certificate within the first month of being hired.
- Valid driver's license preferred but not required.

Agriculture is seasonal in New York, and so is the job of a Greenmarket Market Manager. **Full and part time positions are available immediately.** Market Managers will attend an initial training and positions generally run from mid-May through November or December. Full-time positions will be 35-40 hours/week. High season requires dedication and means that requests for time off (other than sick days) cannot be easily accommodated. Some positions will transition from part time to full time as the season progresses. Hours for part-time positions may vary.

The Market Manager position pays \$16/hour and includes only statutory benefits. For more information, please see our website at <http://www.GrowNYC.org/careers>. Submit cover letter, resume and three references to Pam Knepper, jobs@greenmarket.grownyc.org. Write "Bilingual Market Manager" in the subject line. Please also include where you heard about the position in your cover letter and indicate if you are looking for a part-time and/or full-time position. Interviews will be on a rolling basis and positions will be filled as they become available. GrowNYC is an Equal Opportunity Employer.