



## **JOB OPPORTUNITY: *Greenmarket Senior Market Manager***

GrowNYC  
100 Gold Street, Suite 3300, New York, NY 10038  
Fax: 212-788-7913;

### **Organization Information:**

For nearly 50 years, GrowNYC has been transforming communities throughout the five boroughs by giving New Yorkers the tools and resources they need to make our city cleaner, healthier, and more sustainable. Whether it's operating the world-famous Union Square Greenmarket, building a new community garden, teaching young people about the environment, or increasing recycling rates through education, GrowNYC is hard at work in your neighborhood. GrowNYC is a privately-funded 501(c)(3) not-for-profit organization.

### **Greenmarket Information**

Greenmarket is a program of GrowNYC. 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 to New Yorkers. The 50+ markets we operate are divided into four separate Regions. Each market is overseen by a Market Manager, who are in turn supervised by a Regional Coordinator.

### **Senior Market Manager Position Overview**

The Senior Market Manager works in two capacities. First, they will provide general assistance to the Regional Coordinators in overseeing select markets throughout the city. Second, they will directly oversee at least two markets, coordinating operations and promotions, and supervising staff.

This position requires time management, resourcefulness, flexibility, organization, and communication skills. A working knowledge of Spanish, or another non-English language, is preferable. This position requires availability on Saturdays and Sundays.

### **Senior Market Manager Responsibilities**

#### *General*

- Conduct routine check-ins with staff and producers at select markets, and as necessary, provide immediate support for Market Managers dealing with a market issue or emergency.
- Help coordinate and maintain market equipment, signage, and promotional/informational materials.
- Help oversee the schedule, use, operation, and maintenance of Greenmarket vehicles.
- Work with the Regional Coordinators to plan and execute outreach and promotion plans for select markets, which may include distributing fliers, visiting schools and other institutions, and tabling at community events.
- Function as a Market Manager at select markets during certain parts of the season and fill in as needed for staff who have called out.

#### *Market Specific*

- Ensure the safety and viability of the markets you have been assigned to oversee.
- Conduct weekly one-on-one meetings with market managers
- With the Operations Manager and Greenmarket Director, determine Producer market assignments and reservations.
- With the Operations Manager, make a market plan for each market.
- Make connections with community partners – including local business, like-minded organizations, and city agencies.
- Communicate and be available as the point-of-contact for Greenmarket Producers.
- Provide consistent rules enforcement across markets.

**Physical Requirements:** This position requires working outdoors and standing for lengthy periods of time, sometimes in extreme temperatures, and in a potentially noisy environment. Market Managers must be able to lift heavy equipment and supplies, up to 50lbs.

**Ideal Qualifications**

- At least one year of supervisory experience or two years as a market manager.
- Have strong communications skills, both written and verbal.
- Able to mediate conflict.
- Enjoy talking with people of all backgrounds.
- Work well both independently and as a member of a team.
- A valid New York State driver's license, and a willingness to operate a cargo van.
- Commitment to work weekends and holidays.
- Transport heavy/bulky items.
- Work in a potentially noisy environment.

The Senior Market Manager position is full-time. The salary range is \$38,000 - \$42,500 plus benefits. For additional information, please visit <http://www.GrowNYC.org>. Submit cover letter, resume and three references to Pam Knepper, [jobs@greenmarket.grownyc.org](mailto:jobs@greenmarket.grownyc.org). Combine all submissions into one PDF and include "Senior Market Manager" in the subject line.

**GrowNYC is an Equal Opportunity Employer.** All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, age, disability, marital status or sexual orientation