



Operations Coordinator - Union Square Greenmarket

GrowNYC

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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 Operations Coordinator Positions

Union Square Greenmarket is our flagship market. It is open 4 days a week, year-round. Each day, between 30 and 75 farmers arrive, setup, sell, break-down and exit Union Square plaza under the supervision and guidance of Greenmarket staff.

There are two Operations Coordinators on the plaza every morning. Together, they handle the opening of the market, including: ensuring proper load-in of farmer vehicles and tents; compliance with Greenmarket rules; and responding to issues on the ground. They also assist senior staff in planning the market layout and general logistics and operations needs at-market. We are seeking detail-oriented, decisive, organized people who can handle early mornings and are comfortable working with a team.

Operations Coordinator Responsibilities:

- Draw the market layout on the plaza in chalk before farmers arrive, beginning at 4:30am.
- Oversee market setup - ensure farmer vehicles and tents conform to the market layout.
- Enforce Greenmarket rules and regulations.
- Resolve conflict in the market as it arises between farmers, the public, and other city agencies as needed.
- Coordinate with senior staff on daily, weekly, and monthly layout changes.
- Complete daily reports and other market paperwork by assigned deadlines.
- Assist with setup of Greenmarket info station and any related activities.

Requirements:

- Arrive at Union Square by 4:30am on your assigned days.
- Work outdoors in all weather, rain or shine, standing and walking for extended periods of time.
- Work in a potentially noisy environment.
- Work Saturdays and holidays.
- We strongly prefer candidates with a valid driver's license and willingness to drive a large stepvan.

This position would begin as part-time, with the potential of immediate or future full time work within Greenmarket for the right person.

The Operations Coordinator position pays \$16/hour and includes only statutory benefits. For additional information, please see our website at <http://www.GrowNYC.org>. Submit cover letter, resume and three references to Pam Knepper, jobs@greenmarket.grownyc.org. Combine all submissions into one PDF and write "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.