



## Greenmarket Seasonal Market Manager (Part-Time)

### Organization Information

GrowNYC is a 51-year-old environmental nonprofit organization - helping more than 3 million New Yorkers by providing essential services and taking action to make NYC a livable city, one where every person can enjoy a healthier, more sustainable life. In particular, our network of Greenmarkets, Farmstands, Fresh Food Box sites, and GrowNYC Wholesale ensures that all New Yorkers have access to the freshest and healthiest local food.

**Greenmarket** promotes regional agriculture and ensures 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.

*GrowNYC is committed to stopping the spread of Covid-19. We currently require all employees to disclose their vaccination status and submit weekly negative tests if they are unvaccinated. We require daily health screenings and mandate mask wearing indoors, other settings that make social distancing difficult, where required by funders and community partners, and masking for unvaccinated employees in all work settings. Please note that this is a position that currently requires employees to wear a face covering at all times when interacting with city employees and members of the public, indoors or out, regardless of vaccination status. As the situation evolves, GrowNYC reserves the right to make changes to our health and safety practices and policies, including but not limited to requiring that staff vaccinate, and comply with local rules and applicable guidelines.*

### Seasonal Market Manager

In the face of the COVID-19 pandemic, GrowNYC has been called upon to continue to provide essential food access programs to New Yorkers across the city. 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 Food Access, our at-market food access program. Additionally, Managers will be tasked with ensuring all COVID-19 safety measures.

### Responsibilities (include but are not limited to):

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

- Oversee market set up – coordinate placement of farmer trucks and tents according to the market layout
- Set up and break down GrowNYC information tent, which may involve carrying cases/bags weighing up to 50lbs, folding tables, and performing other physical labor
- Complete daily reports and other site-specific paperwork by assigned deadlines

## Applications

Qualified candidates for the Greenmarket Seasonal Market Manager (Part-Time) position should submit a cover letter, resume, and three references to: [grownyc.org/careers](https://grownyc.org/careers)

Interviews will take place on a rolling basis. Due to the volume of employment applications received, GrowNYC is unable to respond to each application individually.

Applicants will be contacted directly if selected as a candidate. No phone calls or recruiters, please.

## Contact

**GrowNYC**  
P.O. Box 2327  
New York, NY 10272  
212-788-7900

For additional information, please see our website: [grownyc.org](https://grownyc.org)

- Follow and enforce rules and regulations, especially as they pertain to social distancing and food safety
- Resolve conflict and tackle issues at sites as they arise
- Perform EBT, debit/credit, and cash transactions at sites and maintain accurate records
- Manage a bank of at-market currencies and ensure that it is balanced after each shift
- Educate customers on a variety of food access and incentive programs.
- Attend weekly online meetings

### **Ideal Qualifications**

- Early riser who enjoys working outdoors in all weather conditions
- Passionate about farming, farmers markets, local agriculture, cooking, and/or food access
- Willing to work weekends
- Enjoys talking and working with people of all backgrounds
- Strong communication skills
- Works well both independently and as a member of a team
- Creative problem-solver, able to troubleshoot and use good judgment to make on-the-spot decisions
- Fluency in multiple languages is a big plus (especially, but not limited to, Spanish, Mandarin and Cantonese)
- Valid Driver's license for at least 1 year with a satisfactory driving record, and willingness to drive cargo van or small box truck throughout NYC (not for all positions).

### **Physical Requirements**

Ability to lift up to 50 lbs, though employees may request accommodations as needed.

### **Schedule**

This schedule has variable hours – a minimum of 6 hours a week to no more than 40 hours per week. Shifts are available all days of the week and usually start early in the morning (6:00am).

### **Compensation**

The position is a non-exempt, part-time, variable hourly position. It pays \$18 per hour and includes only statutory benefits.

*GrowNYC/Greenmarket is an Affirmative Action Equal Opportunity Employer and hires without regard to race, gender, religion, age, sexual orientation or physical disability.*