About GrowNYC and Greenmarket
GrowNYC is a 50 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.

Our Programs:
- Our network of Greenmarkets, Farmstands, Fresh Food Box sites and Greenmarket Co. ensures that all New Yorkers have access to the freshest, healthiest local food.
- We blanket the five boroughs with resources like textile and food scrap collection, Stop 'N' Swaps, and free training to make waste reduction easy for all.
- We build and support community and school gardens through volunteer days, technical assistance, training, grants and more.
- We provide 70,000 children each year with programs that provide meaningful interactions with the natural environment.

Greenmarket promotes 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.

Seasonal Greenmarket Manager
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 Healthy Exchange, our at-market food access program. We are searching for outgoing, decisive, flexible, organized early-risers who can prioritize tasks. A basic understanding of growing practices and the seasonality of local food is beneficial.

Market Manager Responsibilities:
Operations
- Oversee market set up – coordinate placement of farmer trucks and tents according to the market layout.
- Complete daily reports and other market paperwork by assigned deadlines.
- Enforce Greenmarket rules and regulations.
- Resolve conflict in the market, between farmers, customers, and the public, as it arises.

Applications
Submit cover letter, resume and three references to Siobhan Keys, jobs@greenmarket.grownyc.org.

Combine all submissions into one PDF and write “Greenmarket Manager” in the subject line. For additional information, please see our website: grownyc.org

Contact
GrowNYC Greenmarket
P.O. Box 2327
New York, NY 10272
212-788-7900
jobs@greenmarket.grownyc.org
• Attend weekly meetings in the office at 100 Gold Street, and regularly communicate with supervisors regarding markets.

Promotions & Outreach
• Connect and maintain relationships with customers, community leaders, city employees, local merchants, 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 markets.

Food Access- Healthy Exchange Programs
• Perform EBT and debit/credit transactions at market and maintain accurate records of those transactions using Greenmarket reporting platforms.
• Manage a bank of market currencies (eg. tokens, Healthbucks) and ensure that it is balanced after each market day.
• Educate customers on a variety of food access and incentive programs.

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
• 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 and holidays, especially Saturdays
• Have experience in community outreach and/or education
• Enjoy talking with people of all backgrounds
• Work well both independently and as a member of a team
• Be a creative problem-solver, able to troubleshoot and use good judgement to make on-the-spot decisions
• Have strong communications skills, both written and verbal
• Be willing to obtain a valid Department of Health’s Food Protection Certificate within the first month of being hired
• Have a valid driver’s license and willingness to drive a cargo van (not required for all positions)
• Fluency in multiple languages is a big plus (especially, but not limited to, Spanish, Mandarin and Cantonese)

Compensation: $16/hour (part-time 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.