



Growing Hope in Ypsilanti, Michigan is Hiring An Assistant Market Manager

Job Description:

The Assistant Market Manager oversees the on-site, day-of management of all Growing Hope's two Ypsilanti Farmers Markets (Tuesday and Saturday) and the Wayne Farmers Market (Wednesday). The Assistant Market Manager works under the supervision of and reports to the Farmers Market Manager, who oversees the off-site components of the markets and overall administrative/leadership roles (e.g. policy development, vendor app development and approval, licensing/permits, securing space, marketing, evaluation, partnership coordination, budgeting/purchasing, fundraising, et al).

Growing Hope seeks a candidate enthusiastic and dedicated to Growing Hope's mission of helping people improve their lives and communities through gardening and increasing access to healthy food. He or she must be energetic and committed to the success of our markets, and able to perform the physical and logistical tasks of outdoor markets in all types of weather. The position is part-time, 26-30 hrs/week, with hourly pay and no benefits, and will run from mid-April through mid-November.

Job Duties:

The following is a list of primary duties the Assistant Market Manager. This is not a comprehensive list and there may be other duties that arise.

MARKET SET UP & TAKE DOWN

- Supervise and assist with market set up and take down each day
- Drive Growing Hope vehicles and trailers to market sites and back each week
- Arrive prior to market vendors arriving and remain throughout the market day
- Properly place vendors in stalls, including assigning market stalls to daily vendors
- Manage Market Information Booth; Set up Growing Hope materials to distribute
- Place market signs, parking signs, tents, and tables
- Assure the market site is clean once the market is closed and the vendors have left for the day.
- Assist with special events as needed
- Organize, maintain, and keep inventory of market supplies in Growing Hope storage, trailers, and at market

SUPERVISION/REGULATION

- Oversee and support any staff, volunteers, partners, employees, and musicians on-site
- Enforce all rules and regulations
- Enforce all state and county regulations
- Ensure quality control for produce and non-produce items
- Keep records of all licenses or permits each vendor possesses based on the products they are selling
- Handle emergencies, and closing of the Market when necessary due to weather or other hazardous conditions, in coordination with Market Manager

FINANCE/MANAGEMENT/DOCUMENTATION

- Coordinate before market days to schedule vendors who will be present; plan and execute market layout— placement of vendors, special events, et al
- Distribute all vendor packets and signage
- Manage, collect, and track all stall fees, rental service fees owed; log money through Growing Hope systems on a daily basis
- Manage table and tent rental service
- Assist in the maintenance of the database of farmers, vendors, their contact information
- Serve as point person for coordinating the market's alternative payment system including Credit/Debit, EBT/Bridge Cards, Double Up Food Bucks, Project Fresh, Market Fresh, Prescription for Health, et al
- Complete and turn in daily market report
- Manage the collection of customer counts, weekly and seasonal customer surveys, and vendor surveys
- Take photos at market on a daily basis

COMMUNICATION

- Answer questions for vendors and consumers
- Educate vendors and customers on proper use of our token system
- Resolve disputes that arise on-site
- Maintain market grounds in a safe manner
- Maintain relationships with farmers and respond to vendor needs at the Market
- Assist in promoting the markets via GH website and social media including day of market, with photos etc.
- Assist in writing reports and newsletters about the market
- Liaison to and assist with Market Community Advisory Councils
- Promote and recruit support via Friends of the Market membership
- Keep ongoing communication with Market Manager, and contribute to market team weekly meetings

Qualifications:

- Ability to work Tuesdays, Wednesdays and Saturdays during the market season; some availability on other days for meetings as scheduled
- Ability to lift 30 lbs and work on your feet during market hours in all weather conditions
- A Michigan Vehicle Operator's License, with excellent driving record; experience driving trailer preferred
- Past experience managing a Farmers Market is desired and preferred, MIFMA Market Manager Certificate ideal
- Commitment to nutrition, local food and agriculture and small businesses; experience in retail or agriculture preferred
- Ability to work independently/self starter; Able to work with minimal direction
- Excellent interpersonal skills; Superb oral and written communication skills, including providing experience providing top-notch customer service to customers and visitors of all backgrounds
- Clear and organized work habits, positive attitude, flexible
- Solid computer skills, including programs such as Excel, Word, Google docs
- Comfort communicating on a variety of social media
- Familiarity with the Ypsilanti Community preferred

Compensation:

\$13-\$14/hr. Commensurate with experience.

To Apply:

Send cover letter and resume, addressed to Christine Easley, Market Manager, to apply@growinghope.net. Position open until filled.