

<b>Job title</b>	<i>Market Coordinator</i>
<b>Reports to</b>	<i>Resident Farmer &amp; Community Relations Director</i>

### **Job purpose**

The Purpose of the Market Coordinator part-time position is to manage the daily operations of market from setup to tear down during the day of market. Working in partnership with the Community Outreach Department and the Resident Farmer the Market Manager will carry out a yearly plan for Henry's Market on Main.

### **Duties and responsibilities**

- Primary Responsibilities
  - Operate the Wednesday market from open to close early June to late November: Market setup, maintaining stock levels, answering guest questions, working with volunteers, quantifying and labeling of produce/products as necessary.
  - Maintain good working relationships with guests, volunteers, vendors departments and staff.
  - Provide feedback for produce, product and supply ordering levels.
  - Manage volunteer staffing, task assignment and training: intaking new volunteer requests during market, onboarding vetted volunteers and performance feedback.
  - Maintain all market records necessary for market including sales, leftover produce and products, tax records, receipts and invoices. Submit invoices as to Market Manager.
  - Manage produce/product returns, donations and sales to the main kitchen.
- Secondary Responsibilities
  - Participate in team building exercised and field trips as needed.

### **Qualifications**

- Education- GED or higher
- Specialized Knowledge- 2+ years applied experience in agriculture, produce marketing, nutrition, dietetics, program development or other applicable fields.
- Skills- Leadership, effective problem solving, creative thinking, self-motivation, organizational skills, clear and effective communication, passion and dedication to helping others.
- Abilities- generate a positive attitude over a long period of time.
- Experience- Sufficient experience volunteering at Henry's Market on Main or other applicable experience.

### **Working conditions**

This position requires regular attendance every Wednesday for market operation. The day starts at 6 AM and ends at 6 PM. You must be able to pleasantly work with the diverse guests and personalities that attend market.

### **Physical requirements**

Ability to lift 50 pounds, do repetitive tasks and stand for long periods of time

### **Direct reports**

None

### **Resident Farmer Responsibilities to support Market Coordinator**

- Primary Responsibilities
    - Maintain a produce provider for market or order produce from local vendors.
    - Order products such as bread, honey, flowers and supplies.
    - Manage relationships with other departments such that execution of market is smooth as possible. Examples include Kitchen, Environmental Services, Supply Chain Management and Campus Police.
    - Arrange value-added products made by kitchen
    - Work with Volunteer services regarding volunteer feedback
    - Provide a regular presence at market for outreach and programing.
    - Maintain record database for market.
  - Secondary Responsibilities
    - Provide scheduled and emergency coverage for Market Manager position
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