



Farmers Market Assistant Manager

Position: Assistant Manager (1099 Contract Employee)

Location: Hyde Park Farmers Market, Chicago, IL 60615

Rate of Pay: \$20.00/hr.

Hours: Sundays June through September 29, 2024
7:00am-12:00pm (20 hours per month)

About Us:

The South East Chicago Commission is currently hiring an Assistant Manager for the Hyde Park Farmers Market. The Hyde Park Farmers Market is a vibrant community hub, providing fresh, locally sourced produce, artisanal goods, and a lively atmosphere for residents and visitors of Hyde Park, Chicago. We are committed to supporting local farmers and businesses while fostering a sense of community and sustainability.

The new market reveals an entirely fresh look with all new logistics, giving residents and visitors a chance to shop and experience an infusion of healthy food, lifestyles, arts and culture. Offerings include fresh produce from local Illinois farms, freshly baked breads and desserts, beautiful plants, packaged foods, personal beauty supplies, and traditional farmers market fare. The market is in compliance with City of Chicago and State of Illinois pandemic protocols to provide a comfortable and safe shopping experience.

Job Description:

The Hyde Park Farmers Market is seeking a dedicated and dynamic individual to join our team as an Assistant Manager. The Assistant Manager will play a pivotal role in the day-to-day operations of the market, supporting the Market Manager in ensuring the smooth functioning and success of all market activities. This is a seasonal and 1099 contract position.

Responsibilities:

1. Vendor Relations:
 - a. Address vendor concerns and provide support as needed during the market day.
 - b. Assist with vendor communication of all policies, rules, site map and set up.
 - c. Assist with attaining weekly sales amount from each vendor for data tracking.

2. Customer Service:
 - a. Provide exceptional customer service to market patrons.
 - b. Assist customers with inquiries and navigation of the market.
 - c. Handle any customer concerns professionally and effectively.
 - d. Track and collect foot traffic throughout the day with counter.
3. Market Operations:
 - a. Assist in the setup and overall logistics of the market.
 - b. Manage inventory of market supplies and equipment.
 - c. Ensure cleanliness and organization of market space throughout operating hours.
 - d. Assist with site security ensuring all visitors, vendors and volunteers have a safe and enjoyable experience.
 - e. Complete and communicate incident reports to Market Manager.
4. Promotions and Marketing:
 - a. Support marketing efforts to promote the market through social media, flyers, and other channels.
 - b. Assist in coordinating special events, demonstrations, and promotions to attract customers.
 - c. Engage with the community to raise awareness and participation in the market.
5. Financial Management:
 - a. Assist in handling LINK/Snap transactions from visitors and collecting payout submissions from qualifying vendors.
 - b. This will require a short training provided by the SECC and Link Match partners.

Qualifications:

- **Must be available to work every Sunday through September 29, 2024 from 7:00am-12:00pm**
- Previous experience in customer service, retail, or event management preferred.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Knowledge of local agriculture, food systems, or farmers markets a plus.
- Must be reliable, organized, and detail oriented.
- Must have knowledge and personal experience living or working on Chicago's Southside.
- Must be at least 18 years old.
- Must be able to lift a minimum of 50lbs and comfortable setting up tents, tables, etc.

Benefits:

- Opportunity to work in a dynamic and community-focused environment.
- Gain valuable experience in event management, customer service, and small business operations.
- Competitive pay rate of \$20.00/hr.

Application Process:

To apply, please email your resume and a brief cover letter outlining your relevant experience and interest in the position to Diane Burnham, Executive Director at diane@secc-chicago.org with the subject line "Assistant Market Manager". Submissions will be reviewed on a rolling basis until the position is filled.

Join us in supporting local farmers, artisans and the Hyde Park community!