



Common Greens is a 501(c)3 organization working to connect Central Ohio communities to small regional farmers and food producers in vibrant, inclusive marketplaces. We focus on amplifying the impact of our food producers, improving local food access, and educating the next generation of eaters. In 2023, we will operate markets in Bexley, Clintonville and Upper Arlington. Learn more about us at commongreensohio.org.

Market Locations & Dates

1. **Bexley Farmers Market** (23 weeks)
E Main St & S Dawson Ave, Bexley, 43209
Thursdays, May 18 - October 19, 4-7 PM
2. **Clintonville Farmers Market** (30 weeks)
N High St & W Dunedin Rd, Columbus, 43214
Saturdays, April 29 - November 18, 9 AM-12 PM
3. **Upper Arlington Farmers Market** (24 weeks)
2850 Tremont Rd, Upper Arlington, 43221
Wednesdays, May 17 - October 25, 3-6 PM

Market Manager Position

Type: Part-time employee, 8 hours/week (with the option of taking the “Market Staff” position as well, for an additional 5hrs/wk)

Compensation: \$22/hour (“Market Staff” \$16/hr)

Reports to: Executive Director

Position Description

The Market Manager plays a key, front-line role in the success of our markets by overseeing day-to-day operations. They should cultivate a sense of ownership of the markets, and find inspiration and motivation in building community support of the markets, local food and sustainable agriculture. The manager interfaces with market vendors, shoppers and the community, working in tandem with the organization’s Executive Director to help ensure the markets’ success.

The Market Manager should be dependable, able to effectively communicate with the public, have exceptional customer service skills, pay attention to detail, be able to organize activities, keep accurate records, and work with minimal direction. Connections to local businesses and residents in the neighborhoods we operate is a plus, as is experience working in farmers markets, agriculture or food systems.



Work Environment

The Market Manager will primarily work outdoors at the markets. Our market operations are essential and are conducted in-person, in all weather types: rain, snow, or shine! This position requires some remote administrative work as well.

Schedule

Anticipated start date for this position is April 4. The Market Manager will be expected to work **either** the Bexley **or** Upper Arlington market dates listed above under “Market Locations & Dates.” The Market Manager will also be expected to work fill-in dates for the other markets as needed.

Wednesdays between 2:00 pm - 7:00 pm

Thursdays between 3:00 pm - 8:00 pm

Saturdays between 7:30 am and 1:30 pm

Flexible hours for administrative work will be performed remotely.

Operations

- Transport equipment and supplies to the market site using cargo van
- Set up and tear down market equipment, signage, road closure and traffic management barriers
- Supervise daily operations to facilitate a safe, smooth-running market, keeping an eye out for hazards and taking action as necessary
- Enforce market rules and regulations fairly and consistently, deciding if and when to involve Executive Director for further action
- Collect and report market data and success metrics
- Sell market branded items
- Assist with onsite programming activities as needed
- Understand food access programs (SNAP, Produce Perks, WIC FMNP, TANF Fruit & Vegetable Coupons, etc) and administer tokens and coupons
- Take pictures of vendors, products and market activities on market days for use on social media accounts, website and newsletter
- Update markets’ social media accounts on a regular basis



Administration

- Communicate vendor, musician, and sponsor booth locations prior to market day
- Ensure accurate and timely submission of market reports, coupon reimbursements, and logging of absent vendors
- Monitor market statistics, including sales numbers, market fees, and customer counts
- Assist with vendor application creation, management and invoicing
- Attend bi-weekly conference call with Executive Director

Customer Service & Communication

- Act as a liaison with producers, ensuring effective communication and support
- Create an extraordinary customer service experience for the public and producers
- Be able to communicate Common Greens' mission to the public
- Manage volunteers at market: help to provide them with a rich experience, supervise their role, and document their time
- Create a vibrant community atmosphere at the markets by becoming familiar with the neighborhood and population, working with community partners, and creating a welcoming environment for all

Physical & Logistical Qualifications

- Able to lift and carry up to 50 pounds
- Valid driver's license and ability to drive cargo van
- Fully functional cell phone and computer required
- Able to walk and stand for several hours at a time
- Able to work in all weather conditions, e.g. heat, cold, rain, sun, wind, snow
- Able to think on your feet, be proactive and anticipate needs
- CPR certified or willingness to become certified
- Possess strong communication, problem solving and organizational skills
- Familiarity with maps, spreadsheets, Google Suite apps, and social media platforms (Facebook, Instagram, bonus for TikTok)
- Communicate regularly with Executive Director to ensure a steady flow of information between the organization and the markets
- Receive and reply to last minute market updates relayed via email, text or phone call



To Apply: Applicants should complete an [online application here](#), as well as email their resume to hello@commongreensohio.org. No calls, please. Applications must be received by March 31st.

Common Greens is an equal opportunity employer and does not discriminate on the grounds of race, color, religion, sex, marital status, national origin, age, disability, veteran's status, sexual orientation or any other protected status.