Old Brooklyn Farmers Market Manager

Introduction and Purpose
In 2016, Old Brooklyn Community Development Corporation (OBCDC) adopted a five-year strategic plan that places community health at the center of its focus and operations. For more information, visit [www.oldbrooklyn.com/communityhealth](http://www.oldbrooklyn.com/communityhealth)

OBCDC is seeking an outgoing, friendly, energetic, and committed individual to oversee operations of the Old Brooklyn Farmers Market. The Market Manager will maintain existing and build new relationships with a variety of local and regional vendors, host positive interactions with market customers, operate a wireless EBT card reader, and fill out paperwork related to EBT sales and incentive distribution.

The Market Manager is a part-time position. The Market Manager is paid a monthly stipend commensurate with experience, based on successful completion of responsibilities. The Market Manager reports to the Community Health Coordinator and join a team of individuals committed to bringing healthy, engaging programming to Old Brooklyn. Hourly rate commensurate with experience.

Main Duties
- Overseeing the Old Brooklyn Farmers Market with great attention to detail, including setting up tables, tents and promotional/activity materials and breaking them down at the end of day
- Interacting with customers at the market, including helping them use their Ohio Direction card and distributing/tracking a variety of market incentives; encouraging customers to participate in market activities (i.e. taste tests, cooking demonstrations, fitness and cultural activities) or visit sponsor tents; answering all questions and providing an open, engaging space
- Interacting with farmers and other food vendors at the market, including helping them set up, ensuring their needs and concerns are addressed; and problem-solving as needed
- Working with other partners as needed, including greeting corporate sponsors and/or helping them set up their tents; and interacting with community partners and programming contractors
- Representing OBCDC and our community by making everyone feel welcome
- Completing paperwork and data tracking required by OBCDC and Ohio State Extension as needed; regularly checking in with staff to ensure continual improvement of customer and vendor experience throughout the length of market season

Note: This position does not involve selling fruits and vegetables; the Farmers Market Manager is stationed at a central customer service table in order to easily assist customers and troubleshoot as needed. There will be very limited opportunity to take time off during the busy market season.

Required Qualifications
- Strong commitment to Cleveland neighborhoods
- Strong verbal communication skills, diplomacy and patience
- Strong capacity to manage responsibility and respond positively to change
- Strong project planning skills
- Proficiency with Microsoft Excel and online database tools
Knowledge, Skills, and Abilities
- Understanding of OBCDC’s mission, goals, and objectives; an ability to work independently with a high level of energy and willingness to contribute as part of a larger team
- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment
- Spanish-speaking preferred
- General appreciation of fresh, healthy food

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The Market Manager must frequently stand and walk while coordinating Market activities
- The Market Manager must occasionally lift and/or move up to 25 pounds while assisting with Market set-up and tear-down

Work Environment
These work environment characteristics are representative of those that must be met by the Market Manager to successfully perform essential work functions. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
- The Market Manager will primarily be performing duties outside at the Old Brooklyn Farmers Market, though some work will be indoors and/or at other community locations and events.
- Farmers Markets are all-weather, outdoor events. The Market Manager will be exposed to temperatures common in Cleveland during spring, summer, and fall. Tented shelter is available from the sun and rain, but at times exposure is unavoidable while working at the Market. The Market Manager is expected to check the weather and dress accordingly, as temperatures vary widely from start to finish of the Market day.
- The Market Manager is required to work non-traditional hours, including Saturdays from June through September.

Interested applicants must provide a cover letter and resume to careers@oldbrooklyn.com. Salary will be competitive and commensurate with experience. OBCDC is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.