

Position Available: Seasonal Market Manager (MM)

Grandmont Rosedale Development Corporation (GRDC) is a non-profit community development corporation working to preserve and improve the Grandmont Rosedale community of northwest Detroit through community and economic development. GRDC facilitates the Northwest Detroit Farmers' Market (NWDFM) each summer to provide the neighborhoods with fresh produce and goods.

The Northwest Detroit Farmers' Market (NWDFM) is an open-air market with the mission to improve access to locally grown, raised and processed products within the Grandmont Rosedale community. Grandmont Rosedale consist of five (5) unique neighborhoods – Minock Park, Grandmont, Grandmont #1, Rosedale Park, and North Rosedale Park. Each year, the market is held on Thursdays from June – October and enjoys attendance by thousands of attendees every season.

GRDC is currently seeking candidates for the position of Market Manager (MM). The Market Manager (MM) will be responsible for the success of the market by leading planning and implementation of the market throughout the market season.

Duties

- Vendor recruitment, organization, and communication.
- Tracking and processing financials.
- Vendor reporting: weekly vendor sales via excel sheet
- Weekly and quarterly reporting for food assistance programs like SNAP, WIC, and DUFB.
- Collection and tracking of DUFB token system reconciliation. EX: Token reimbursements to vendors.
- Collection and tracking of weekly vendor fees.
- Recruiting and managing community partners for weekly programming.
- Pre-season and end-of-season meetup with vendors.
- Manage Farmers' Market email account.
- Marketing
- Weekly newsletter
- EZ Text mass texting system
- Weekly coordination with GRDC team for social medias and e-blasts.
- Poster and/or flyer creation for special events.
- Set-up and tear-down coordination
- Maintaining market mission to provide access to fresh, healthy food
- Distributing information to customers weekly re: health, nutrition, safety, etc.

Desired Qualifications

- Strongly preferred, but not required: Michigan Farmers Market Association (MIFMA) Market Manager Certification. If you are not MIFMA certified you must be willing to attend certification classes.
- Familiarity with food assistance programs such as SNAP, EBT, and DUFB
- 18 years or older
- Availability of 5-16 hours per week. 8 hours for the market on Thursdays and an additional 4-6 hours once a week for administrative tasks
- Strong organizational skills
- Must be able to carry tents, tables, and chairs. (25+ lbs.)
- Proficient in Microsoft Word and Excel
- Familiar with Zoom, Outlook, and Microsoft Calendar

Job Type: Seasonal/Part Time. This position is per diem meaning you will be paid per day. There are 50 days total throughout seasonal schedule, April 6th, 2023 – October 26th, 2023.

Pay: \$150/day

Benefits: N/A

To Apply

To be considered for the position, please email your resume and cover letter to chelsea@grandmontrosedale.com by March 31st, 2023.