

Job Description: Assistant Market Manager

The Boston Public Market Association ("BPMA") is a not-for-profit 501(c)(3) with a mission to develop and operate the Boston Public Market, a permanent, indoor, year-round marketplace for locally sourced groceries and specialty agricultural products, where residents and visitors can find fresh, seasonal food from Massachusetts and New England. The Market houses over 35 local farmers, fishers, and food entrepreneurs. Everything sold at the Market is produced or originates in New England.

The Position and Responsibilities:

BPMA seeks an Assistant Market Manager, an hourly, part time position (approximately 20 hours per week). The Assistant Market Manager will report to the Operations Team and the CEO and will work closely with them on the day-to-day operations of the Boston Public Market. Specific responsibilities of the Assistant Market Manager's position will be:

- Serve as the Manager on Duty of the Market ensuring that the Market is functioning properly and welcoming to all vendors and customers
- Serve as a primary link between vendors, BPMA staff, volunteers, and the general public
- Support accessibility efforts by providing information and technical assistance to customers and vendors using the Healthy Incentives Program and SNAP in the Market as well as conducting bi-annual vendor SNAP audits
- Ensure that Market programs and special events run smoothly
- Recruit, train and coordinate volunteers to assist with a variety of market related tasks, including staff regular info desk and Greeter shifts
- Respond to vendor and customer questions in a timely fashion
- Assist in the management of the BPM's social media accounts and execute regular rotation/restocking of marketing materials
- Price, order and manage inventory of branded merchandise.
- Work with the building operations staff (loading dock managers, janitorial staff, security, etc.) to ensure a clean, safe, and efficient space
- Work as part of a small team to do whatever is necessary to operate a successful, world-class market

Qualifications:

- Excellent interpersonal skills, including the ability to maintain mutually respectful relationships with a diverse range of people

- Emphasis on customer service to promote a welcoming and supportive environment
- Ability to anticipate problems and act quickly and wisely to prevent them from occurring
- Ability to stay calm in stressful environments
- Ability to communicate effectively and professionally in person and in writing
- Ability to multitask and prioritize
- Ability to lift a moderate amount of weight
- Highly energetic, positive, flexible, and an excellent team player
- Experience in operations or management, preferably in a grocery or retail setting
- Interest in local agriculture and food a plus
- CPR/First Aid Certified (or willing to get certified)

The Assistant Market Manager will spend much of his/her time on the Market floor and should be comfortable working on their feet. This role will require regular weekend and evening hours consistent with the operating hours of the Market.

Please email a resume and cover letter to hr@bostonpublicmarket.org.