

Job Description: Assistant Market Manager

The Boston Public Market Association is a not-for-profit 501(c)(3) organization that operates the Boston Public Market, a permanent year round marketplace for locally sourced groceries and specialty agricultural products as well as locally produced food. As a “Market on a Mission” BPMA’s opportunity and mission is to Celebrate the bounty of all New England has to offer, Celebrate, deepen and cultivate a diverse community around food, Nurture and support local food growers, producers and entrepreneurs, some of whom experience barriers to participation and Educate everyone about the importance of a resilient and equitable food system, local sourcing and nutrition. BPMA works towards its mission by, in addition to operating the Market, holding festivals, educational activities, events and finding creative and innovative ways to engage with our community.

The Position and Responsibilities:

BPMA seeks an Assistant Market Manager, a salaried, full-time position. The Market offers generous benefits and paid time off. 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 while on the floor
- 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
- Work with the building operations staff (loading dock managers, janitorial staff, security, etc.) to ensure a clean, safe, and efficient space
- Closely monitoring the cleanliness, aesthetics, and operations of the Market and coordinating with the Director of Operations
- Ensure that any Market programs and special events run smoothly
- Respond to vendor and customer questions in a timely fashion

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 lift a moderate amount of weight
- Highly energetic, positive, flexible, and an excellent team player
- CPR/First Aid Certified is a plus

The Assistant Market Manager will spend much of his/her time on the Market floor and should be comfortable working on their feet during busy times. This role will require a set Sunday – Tuesday schedule consistent with the Market operating hours, with an additional 10 hours per week that can be a little more flexible in nature. All employees of BPMA are required to show proof of full vaccination against covid-19. Salary: \$45,000.

Please email a resume and cover letter to Jennifer Bailey at jbailey@bostonpublicmarket.org.

The Boston Public Market Association is committed to recruiting and fostering a diverse community, and is an Equal Opportunity Employer and strongly encourages applications from all.