



650 Suffolk Street G10
Lowell, MA 01852
www.millcitygrows.org

Market Manager

Full-Time, year-round

Organization Description: Mill City Grows (MCG) was founded in 2011 as a catalyst for food justice, ensuring that all people of Lowell have access to culturally connected food, land, and education. Our programs have grown from a single community garden to include: food, nutrition and advocacy education for people of all ages; community, school, and market gardens; working urban farms; mobile markets and farm shares; and above all encouraging and supporting people to grow their own food. MCG infuses food production spaces with food education to increase food sovereignty, universal access to fresh produce, and promote environmental sustainability throughout Lowell.

Mobile Market Food Distribution Program Overview:

Mill City Grows food distribution programs provide Lowell residents with fresh, local, culturally connected produce in a way that works for their needs and lifestyle. Our mobile markets operate year-round in collaboration with healthcare providers, and community partners to co-locate in high traffic areas with low food access. The goal of the program is to increase affordable food access for low-income families, particularly those using SNAP, Health Incentive Program (HIP), WIC and Senior Farmers Market coupons, and Flex Services benefits to purchase food. We strive to make our market sites welcoming, accessible centers for education. We partner with community organizations to provide multilingual education and outreach on food assistance, nutrition, and health. We prioritize ethical sourcing from small, local growers for our food distribution programs.

Position Description

The Market Manager promotes food access as a human right. This position is a fast-paced, customer and community oriented position. The Market Manager will help to create a vibrant team culture, inside our office, at our markets, and in the community. This position will intersect with many other departments at Mill City Grows, including the Urban Farm, Grower's Aid, Food Is Medicine, and CSA/Veggie Box. The Market Manager will work with other teams to: integrate local growers into our list of preferred vendors, create opportunities for education and community building at markets, create and support new market and food distribution locations, and help to expand networks for aggregating and distributing food throughout Greater Lowell.

This position requires the ability to not only see obstacles, but craft feasible solutions to meet goals; demonstrate a commitment to cultivating community and promoting equity and inclusion; care about and support their fellow team members' possess an interest in and commitment to sustainability; have a love of learning and a desire to grow professionally and personally; and

have the desire and ability to go above and beyond to get the job done. This position is responsible for being an organized and efficient multi-tasker, who is upbeat, hard-working and eager to grow their professional skills. Leadership qualities and efficient time-use management skills are crucial qualities for success in the management of the Mobile Market and Food Distribution program.

Mill City Grows' Market Manager reports to the Director of Food Access. This position oversees seasonal market staff, including temporary workers, interns and volunteers. Primarily, the Market Manager will supervise the planning, logistics, grant reporting, outreach, and growth of the Mobile Market and Food Distribution Program.

Manager Responsibilities:

Supervision:

- Responsible for hiring and supervising seasonal market staff;
- Train staff on MCG mission, vision and core values; program goals and objectives; safe and efficient market practices;
- Communicate regularly with all teams affected by cross program collaborations regarding: inventory changes, special events, market staffing, schedule changes and general organizational updates
- Support the oversight of volunteer opportunities and prospective internships

Program Management:

- Manage and track program budget, program impact and document reports as needed for internal and external stakeholders;
- Maintain and organize weekly sales, payment methods and bought-in inventory records . Provide comprehensive quarterly reports of program outputs and outcomes, including engagement through storytelling;
- Identify the weekly produce needs for distribution, including market and CSA pack list creation, and purchase in produce as necessary;
- Identify and build relationships with local growers, including Mill City Grows market gardeners to expand our produce purchasing program, and offer support for invoicing and billing where necessary;
- Identify yearly market sites, liaise with markets site hosts, and collaborate with the CSA Lead to plan for farm share program;
- Operates with seasonal staff support, 4-6 markets per week during the Summer/Fall season, and 1-2 indoor markets in the Winter season, participating in a weekend market rotation.
- Maintain cleanliness of market sites using food safety standards;
- Organize produce inventory daily for cold and warm storage crops and support food waste minimization through redistribution outlets;

Business Management:

- Develop annual program budget in partnership with Director of Food Access
- Budget management of bought in items and program supplies
- Feasibility and value analysis of program components
- Management of grant goals and tracking; research and implement program proposals
- Record keeping, monthly/yearly data reporting and ledger balancing
- Build and strengthen internal and external collaborations and partnerships with community organizations, and volunteers that attend markets or other programming
- Sharing institutional knowledge and systems to ensure that staff and team members understand the values and function of the program

Qualifications

- Strong-customer service background, with food retail experience
- Commitment to and passion for food justice, equity and community engagement
- Previous experience procuring produce for food enterprise
- Knowledge of Massachusetts Food Assistance programs (SNAP, HIP, WIC and Senior Coupons) a plus
- Experience supervising, training and team building with staff and volunteer
- Experience working with diverse populations - knowledge of Lowell neighborhoods and communities a plus
- Excellent organization, time management, and written and verbal communication skills
- Proficiency in a language other than English is a plus (priority languages: Spanish, Khmer, Portuguese, Burmese, Arabic, Swahili)
- Ability to use or become proficient with our preferred tech platforms: Google Suite, Microsoft Office, Asana (project management), Xero (bookkeeping), Square, etc.
- Experience driving trailers
- Valid driver's license, safe driving record, and reliable means of transportation to work
- Be eager to work hard and in all kinds of weather (cold, heat, rain, snow, wind)
- An aptitude for physically demanding, fast-paced work, and the ability to safely lift and carry 50 pounds repeatedly
- A criminal background check is required for this position

Compensation: \$52,000/year

Benefits Offered: Mill City Grows offers a strength-based collaborative team environment; a supportive and creative work setting; and professional development opportunities. Mill City Grows is proud to support all our staff in professional growth and advancement. Parking and accessible office location in Lowell is available. This position will require some evening/weekend hours. Benefits include: health, dental, & vision insurance employer pays 75%,

short term disability, 401K with employer match, 13 paid holidays, vacation, sick, & personal time off, bonus week off between Christmas and New Year's off not deducted from PTO, and farm-fresh veggies!

To Apply: Please send your resume, cover letter, and three references to hr@millcitygrows.org with the subject line "Market Manager"

Mill City Grows is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position.