

Position: Marketplace Manager
Full-Time, Tuesday - Saturday



Plant Chicago's (PC) mission is to cultivate local circular economies. Located in the Back of the Yards neighborhood, PC is repurposing a former firehouse into a center for Circular Economy programming. PC is a highly collaborative organization with a small staff, a large and active volunteer base, and strong relationships with small businesses throughout Chicago.

Job Description: The Marketplace Manager focuses on revenue generating opportunities for local, small businesses at Plant Chicago's home in The Firehouse, primarily through year round retail and seasonal farmers markets. The Manager will implement a circular economy-aligned retail operation that is financially sustainable for local businesses and for Plant Chicago. The Manager will also coordinate Plant Chicago's farmers market, which provides access to locally grown/produced food and a robust direct-to-consumer revenue opportunity for local businesses.

Roles & Responsibilities

- Manage Plant Chicago's Firehouse Market retail shop: Assess, order, stock and manage product inventory; set pricing; conduct outreach and marketing activities; maintain the space; and staff the space or work with interns and volunteers to do so (40%)
- Coordinate & manage onsite farmers market and vendor pop-up events: Oversee event days, including set up, clean up, parking, security, vendor management, Link/EBT station, and market programming. Enforce all market rules and applicable health codes. Train and manage market interns and volunteers (40%)
- Complete administrative duties associated with retail and market programs, including data collection and reporting (10%)
- Participate in community outreach activities to increase local customer base and engagement with the Back of the Yards neighborhood (10%)

Required Skills & Experience

- Ability and desire to work with people of many different backgrounds
- Prior experience in retail and/or farmers market operations
- Ability to implement and adapt a business plan
- Highly detailed and organized
- Proficiency with MS Word and Google Drive
- Have outstanding customer service, listening, and de-escalation skills
- Experience supervising volunteers and/or interns
- Ability to lift 50 lbs
- Saturday and occasional evening availability

Preferred Qualifications

- Familiarity with Back of the Yards and other neighborhoods on the south side of Chicago
- Proficient in conversational Spanish
- 4-year college degree, or a combination of education/experience in related field

Compensation: \$18/hour. Paid Time Off and health benefits are offered for full time employees.

To apply: Please submit a resume and cover letter by 5pm on Friday, January 15th to admin@plantchicago.org with the subject line: Marketplace Manager application (Your Name).