



NeighborGood Market - Market Manager

Location:

Sacramento, CA

Reports To:

Business Admin and Operations Manager

Salary:

\$23 - \$25 an hour

Job Type:

Full Time

What CLTRE Does

CLTRE is a non-profit organization that oversees multiple in-house community-based (and often free to the public) programs.

About NeighborGood Market

The NeighborGood Market (NGM) series mixes the essential needs of the community with the authentic culture of the neighborhood to create a weekly market experience tailor-made for the neighborhood where it resides. NeighborGood Market is designed to amplify what makes each community special by supporting micro-businesses, small businesses, and community organizations within the area to celebrate what is “Good in the Hood” and all that comes with it.

Job Description

We are in search of a hyper-organized, communicative, and collaborative manager who has a love for community and seeing it thrive. This person acts as an ambassador of their neighborhood and a mayor of their NeighborGood Market. The Market Manager will oversee the operations, vendor curation and cultivation, and programming of their specific market location. They will regularly meet with the CLTRE team and to report on their market, communicating and brainstorming around opportunities and challenges, as well as serve as boots on the ground for day of management of their market location.

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The creativity, organizational skills, and vision of the Market Manager assist CLTRE in amplifying NGM's brand visibility, enhancing vendor and overall community relations, and improving our organization's growth through community development and local small business empowerment.

Market Manager Responsibilities:

Operations of NeighborGood Market location - 70% of time spent

- Renewal and management of Health, Fire, Certified Farmers Market, and ABC permits (if applicable).
- Vendor curation and selection following the NGM brand guidelines and onboarding expectations.
- Have ongoing effective communication with onboarded vendors about their permits, schedule, staffing changes, business changes, etc.
- Manage weekly communication with scheduled vendors about attendance at the market, manage accountability for ineffective communication on attendance, and maintain the attendance list.
- Create and distribute map and vendor assignments along with load-in instructions and any pertinent information.
- Ensure supplies, equipment, and van are stocked and ready for the day of market operations.
- Serve as the day of management staff with help from the market assistant, overseeing load in, set up, the flow of the event, cleanliness of space, vendor payments, customer interactions, merchandise sales, conflict resolutions, close down of the market, and load out.
- Report proper tracking of vendor attendance, income, and overall market experience. Process deposits and money drops in the office.
- Attend meetings with the team to report on market location goals, opportunities, and challenges.

Outreach & Community Development of NeighborGood Market location - 30% of time spent

- Continually researching on and networking within the Neighborhood the market resides in to provide an authentic perspective of the community.
- Research, outreach, and onboarding potential vendors that have not applied to NeighborGood Market and would be a good fit.
- Research, outreach, and schedule potential community partners that would offer programming, entertainment, or engagement opportunities to NeighborGood Market.

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- Curate and schedule activations, events, and partnerships within the market on a quarterly to yearly basis.
- Partner with other Market Managers to share ideas and contacts for different market locations.
- Report on scheduled programming and new vendors to the social media coordinator for proper highlights and marketing.

Qualifications:

- Prior management experience and/ or working with the public
- Attention to detail, organizational, communicative, collaborative, and effective problem-solving skills
- Excellent customer service and networking skills
- Passion and dedication to the community
- Physical ability to lift 30-40 lbs
- Ability to provide leadership, guidance, and direction
- Basic cash counting skills

Schedule:

Majority of work is done remotely but must be available for the day of operations on-site. Must have reliable transportation to get to the office to do deposits and pick up van for market day. Must also be able to travel to events and networking opportunities within the community.

How To Apply:

Please submit your resume via email to samantha@cltre.org.

Thank you for your interest!