



*Job Announcement:*  
**Market Coordinator**  
**Mission Community Market**

**Mission Community Market (MCM)** is more than a farmers' market. MCM is a non-profit, open-air marketplace that celebrates the Mission District's diversity with fresh farm stands, local businesses and community programs. The Market takes place on 22<sup>nd</sup> and Mission Streets in the Mission District, Thursdays 4-8pm.

The **Market Coordinator** assists and supports the Market Manager with running every element of the market, including market-day operations, off-market event planning, and community outreach. Duties include:

- 1. Assist with market-day operations (Thursdays 12:30-9:30pm):**
  - Set-up: Stage equipment for street closure and dining, seating, info booth and music.
  - At-market: Assist with vendor relations, managing/supporting volunteer staff, and keeping a clean and functioning market.
  - Clean-up: Break down and return all equipment in same condition as brought out, assist with traffic coordination and opening the streets to public.
  - Support the Market Manager in directing farmers, vendors, and participants on-site.
  - Greet customers and serve as MCM's ambassador to community members and volunteers.
- 2. Assist with off-market operations (Wednesdays, 2-5 hours, flexible start time):**
  - Repair equipment; organize and clean storage, as necessary.
  - Maintain an inventory of market supplies; purchase and re-stock supplies as necessary.
- 3. Promote market and perform outreach to community organizations (hours can vary with staff availability)**
  - Assist with digital promotion, including blog posts, social media, and photographs.
  - Assist with grassroots promotion of the market, including connecting with local business owners and representing MCM at community events.
  - Meet with community organizations and neighbors to encourage participation, arts and volunteering at MCM

**MCM seeks the following qualities in the Market Coordinator:**

- Ability to lift, push, and carry heavy and/or bulky equipment.
- Outgoing, non-judgmental, and welcoming attitude
- Comfort with customer service
- Takes initiative and can make quick decisions under pressure
- Excellent organizational skills

**In addition, the ideal candidate will possess the following qualities:**

- Spanish/English bilingual
- Social media, blogging, graphic design or marketing experience
- Experience with food, cooking, and healthy eating in San Francisco
- Familiarity with Mission District and its community-based organizations
- Driver's license and access to a vehicle

To apply, please send your resume and a cover letter describing why you want to be part of the Mission Community Market team via email to [mcm@missioncommunitymarket.org](mailto:mcm@missioncommunitymarket.org)