

Employment Opportunity

Thunder Bay Country Market – Market Manager

The Thunder Bay Country Market is rich in history and has an exciting community of dedicated farmers, growers, artisans, entrepreneurs and food vendors, with an enthusiastic and dedicated customer base. The market connects people with the community, local food and inspires creativity.

Summary of Position

The Market Manager plays an integral role and is responsible for the successful management of the Thunder Bay Country Market according to the strategic direction set by the Board of Directors. The full-time contract position is responsible for the day-to-day operations of the market, working with market vendors and other stakeholders, both internal and external to the market.

Key Selection Criteria

- Post-secondary degree/diploma in business combined with a minimum of 5 years in a management role.
- A combination of education and 8 years of managerial experience may be considered.

Key Knowledge, Skills and Abilities

- Managerial experience required;
- Time management and organizational skills are critical;
- Able to communicate well, both in writing and orally, with a variety of stakeholders in a variety of situations;
- Must have marketing experience with an emphasis on social media;
- Experience with Board Governance, Policy and Grant writing is required;
- Working knowledge of website maintenance and online store management;
- Oversee the operation of the Market Store and Market Store staff to ensure strong sales and strong outcomes for Market Store vendors;
- Physical requirements:
 - Able to set up and move signage, tables, and tents as needed;
 - Ability to assist market vendors with moving products if needed;
 - Ability to perform janitorial/housekeeping tasks when needed;
 - Able to walk the market location (including stairs) during market hours.
- Must have proven computer skills with the ability to use software programs such as Microsoft Office, Outlook, Project, PowerPoint and or G-suite;
- Excellent conflict management and problem-solving skills;
- Create/draft yearly budgets for Board approval, work yearly within budget guidelines;
- Work with book keeper to process and maintain monthly operational expenses;
- Experience working with a volunteer board and volunteer committees;
- Actively recruit vendors to meet the optimal market mix through the vending process;
- Manage all new and returning vendors applications and yearly contracts;
- Must have an ability to learn and understand legislated requirements (ex: health and safety requirements, building and fire codes, etc.);
- Experience in food service management will be an asset;
- Familiarity developing and implementing programs that support small business growth;
- Require a G-Class Driver's license;
- Willingness to engage in additional professional development activities;

Additional Information

- The Market Manager is based at 425 Northern Ave on the CLE grounds; however, all market employees may be required to work from home or at other locations from time to time.
- All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of their staff, by reporting all potential hazards; and all incidents and injuries; as well as co-operating with any measures introduced in the workplace to improve OH&S.
- This position description operates in conjunction with and forms part of the annual review/appraisal and career development process. An initial review will take place during the probationary period with the Board of Directors designate and then annually with the Board of Directors Designate.

Interested applicants are invited to submit a single pdf document containing a cover letter, resume, and the contact information of three work-related references by **Friday December 4, 2020** to:

Kelly Fettes, TBCM Board President

Email: president@tbcm.ca

We appreciate your interest; however, only those selected for an interview will be notified. The Thunder Bay Country Market is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.