

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 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.

Qualifications/Skills

- Post-secondary degree/diploma in business
- Experience in a management/ supervisory role
- Excellent time management & organizational skills
- Experience with board governance, policy/ grant writing is preferred
- Ability to work both independently and as part of a team
- Experience in marketing & social media management
- Excellent conflict management and problem-solving skills
- Experience with website maintenance
- 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.

Key Responsibilities

- Actively recruit vendors to meet the optimal market mix through the vending process
- Manage all new and returning vendors applications and yearly contracts
- Interpret and implement legislated requirements (ex: health and safety requirements, building and fire codes, etc.)
- Market evaluations including conducting formal and informal surveys to assess customer opinions and receive input from vendors and others to improve the market
- Market set-up/ event set-up
- Communications and promotions; building positive community relations, initiate media stories, update and engage on social media platforms, and implement special events
- Building maintenance including janitorial duties as needed, analyze and negotiate service bids, handle emergency repairs, plan preventative maintenance, work closely with the landlord to manage issues on the shared grounds
- Record keeping including updating files on all vendors annually, monthly financial statements, approve and process bills, and maintain files on board operations
- Board-Management Relations
- Developing and implement programs that support small business growth

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.

Schedule

Wednesday, Friday and Saturday availability required.

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 **Monday June 10, 2024** to:

Henriet DeBruin, 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.