



Village of Homewood

JOB POSTING

for

(part-time)

Market Coordinator

Village Manager's Office

Equal Opportunity Employer

The Village of Homewood is a well-managed and well-governed community that provides effective, efficient, and timely municipal services to its residents, stakeholders, and customers. Important to maintaining a well-rounded municipality, Homewood also hosts a variety of community events and festivals to engage, entertain and connect residents. Homewood has a weekly summer Farmers Market that is need of passionate and professional oversight.

The part-time Market Coordinator position is a perfect entry-level role designed to provide critical recruitment, administrative, and operational support for the Homewood Farmers Market. The position will also assist in coordinating some of the activities and support functions assigned by Homewood's Event Manager. The position's main focus will be to reinvigorate and enhance the Homewood Farmer's Market by creatively redeveloping and managing the market, while overseeing and ensuring the market's success and long-term sustainability. The reality is that farmers markets are ever-changing organisms that require a great deal of passion and work throughout the year to grow and thrive. The position will also oversee vendor management, produce vendor recruitment and retention. Lastly, the position will take the lead with Market communications and marketing initiatives in conjunction with Village staff.

People who oversee farmers markets need a variety of interpersonal and technical skills to work effectively with farmers, consumers, and community partners. The Village Manager's Office is looking for a highly motivated and personable professional, skilled in effective problem solving with experience in coordinating and managing events. The candidate should be a creative thinker, self-motivated and results driven. A high school diploma is required. Candidates must have excellent interpersonal and cognitive skills, along with well-established verbal/written communication and customer service skills. Successful candidates must also be well-versed in utilizing various office software and other database management and/or enterprise software.

The starting salary for the position will range from \$20.00 to \$25.00 per hour; depending on experience level of the applicant. After a six-month probation period, the successful employee will be eligible for paid sick, vacation, and holiday time.

It is anticipated that the position may require a maximum number of 25 work hours per week during event season (May through October). However, for special events there may be instances where more than 25 hours for the week may be needed. The successful candidate will be required to work regular business hours, weekends, and occasional evenings as required by event schedules. The candidate will be expected to work in the office and in the field. The Market Coordinator reports to Homewood's Event Manager and will also assist the Event Manager as needed throughout the year.

Only emailed packets (cover letter, Village application, and resume) will be accepted. To apply, combine submittal documents and email a "single PDF file" to Terence Acquah tacquah@homewoodil.gov. **Applications are screened immediately, the positions will be open until filled.** The application and job description can be downloaded by going to our webpage <https://www.village.homewood.il.us/>.