

JEWISH FAMILY SERVICES JOB DESCRIPTION

JOB TITLE: Market Coordinator

DEPARTMENT: Employment & Economic Empowerment Programs

REPORTS TO: Economic Empowerment Programs Manager

PURPOSE/SCOPE OF RESPONSIBILITY: Market Associate will work closely with the Employment & Economic Empowerment team to assist clients in developing their small businesses and bring their products to market either online, in shops, farmer's markets, or other market opportunities and assist in operations of JFSMade brand and assist clients individually and in group settings to learn the American financial systems.

ESSENTIAL DUTIES, RESPONSIBILITIES, & COMPETENCIES

1. Take leadership role in developing market opportunities for JFSMade
2. Maintain high level of customer service for JFSMade customers
3. Coordinate clients and volunteers in ensuring operations
4. Deliver and assemble event equipment for markets; create flyers, invitations, posters, and other marketing materials as needed
5. Represent agency in community events and collaborations
6. Maintain records of orders and sales; other clerical/administrative duties, as assigned.
7. Deliver workshops and hands-on trainings for refugee clients on financial literacy topics

OTHER DUTIES, RESPONSIBILITIES, & COMPETENCIES

1. Meets client's needs by participating in the planning for necessary services in the agency.
2. Shares professional knowledge with staff by seeking out professional development opportunities and sharing new learning with staff.
3. Establishes the agency as a credible service provider by presenting information at community workshops.
4. Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures.
5. Contributes to effective use of agency resources by identifying and implementing options for cost containment.
6. Contributes to team effort by accomplishing related results as needed.
7. Uses time effectively by appropriately planning, organizing and scheduling required work hours to meet agency needs.
8. Demonstrates effective judgment by making appropriate decisions, as well as conducting and maintaining professional manners and appearance at all times.
9. Maintains safe and clean working environment by complying with health and safety guidelines.

QUALIFICATIONS: Bachelor's Degree, Multilingual preferred, Proficiency in Microsoft Suite. Ability to organize and prioritize work and to work independently with little supervision, Excellent written and oral communication skills