

Market Coordinator

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

Take leadership role in developing market opportunities for JFSMade

Maintain high level of customer service for JFSMade customers

Coordinate clients and volunteers in ensuring operations

Deliver and assemble event equipment for markets; create flyers, invitations, posters, and other marketing materials as needed

Represent agency in community events and collaborations

Maintain records of orders and sales; other clerical/administrative duties, as assigned.

Deliver workshops and hands-on trainings for refugee clients on financial literacy topics

OTHER DUTIES, RESPONSIBILITIES, & COMPETENCIES

Meets client's needs by participating in the planning for necessary services in the agency.

Shares professional knowledge with staff by seeking out professional development opportunities and sharing new learning with staff.

Establishes the agency as a credible service provider by presenting information at community workshops.

Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures.

Contributes to effective use of agency resources by identifying and implementing options for cost containment.

Contributes to team effort by accomplishing related results as needed.

Uses time effectively by appropriately planning, organizing and scheduling required work hours to meet agency needs.

Demonstrates effective judgment by making appropriate decisions, as well as conducting and maintaining professional manners and appearance at all times.

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

Job Type: Full-time

Salary: \$40,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Evening shift
- Monday to Friday
- Weekend availability

Ability to commute/relocate:

- Ann Arbor, MI 48104: Reliably commute or planning to relocate before starting work (Preferred)

Education:

- Bachelor's (Preferred)