

Triad Buying Co-op Market Manager

Reports To:

The **Market Manager** will report to the **Triad Buying Co-op Personnel Committee, which is appointed by the TBC Board of Directors.**

Job Overview:

The primary focus of the Market Manager is to increase sales at the Acadia Foods/TBC grocery market, consistent with the values of the Triad Buying Co-op. The manager will have primary responsibility for creating, curating, and publishing marketing materials, including free, earned, and paid media. In addition, the manager will conduct ongoing analysis of sales and research trends as appropriate in order to improve the selection of products offered at the market. These duties include some hands-on, in-store activities such as arrangement of products on shelves, culling out-of-date items, and ordering from vendors. Finally, the manager will have the opportunity to work with co-op members on designing and implementing projects and programs to increase the market's customer base and improve the overall benefits provided by the co-op to the community.

Responsibilities and Duties:

Weekly:

- Maintain product cleanliness, freshness, and presentation; make recommendations for sale items
- Evaluate and propose improvements for store inventory and layout
- Communicate regularly with personnel committee and submit invoices promptly

Ongoing:

- Develop and implement strategic marketing plan to increase retail sales
- Participate in vendor selection and purchasing decisions, including some direct ordering responsibilities
- Ongoing analysis of sales data to make recommendations for purchasing, minor market research
- Collaborate with co-op members to develop projects and special events
- Attend monthly TBC Board meetings

Position Details:

- Initially, position will pay \$20 per hour for up to 6 hours per week
- Contractor/1099 position, will submit invoice for hours worked to personnel committee every 2 weeks

- Additional hours and responsibilities may be offered at the discretion of the TBC Board if increased revenue allows
- Personnel committee will provide evaluations at regular intervals after initial 4 week probationary period
- Feasibility of position will be evaluated by TBC Board at 6 months
- Contractor must have access to laptop computer and internet
- Casual work attire is permitted

Qualifications:

- High School Diploma or equivalent
- Experience working in a grocery store or other retail environments, marketing and social media, business acumen
- Attention to detail, clear communication, and organized record keeping
- Able to work both independently and collaboratively, provide helpful customer service, and demonstrate a personal commitment to cooperative principles - **self-help**, **self-responsibility**, **democracy**, **equality**, **equity**, and **solidarity**
- Serv-Safe certification (cost can be reimbursed)
- Ability to lift 50lbs

Inquiries, resumes or expressions of interest may be sent to workers@tbcoop.org.