

Corcoran Neighborhood Organization

Market Support Contractor Job Description

ORGANIZATION OVERVIEW

The Corcoran Neighborhood Organization (CNO) was established in 1975 around a grassroots effort by neighborhood residents to establish Corcoran Park on the site of a closed school. CNO has centered healthy food, equity, access and the needs of racially and economically diverse individuals in its programming, engagement and community building. By drawing on the partnerships with board members who want to see Corcoran uplift its residents and bring joy and light to all, CNO provides a venue for diverse and underrepresented food vendors, artists, musicians and visitors from all across Minneapolis to gather during the market season. Market Plaza at the intersection of Lake Street and Hiawatha is a place that welcomes all, is a safe gathering place and supports the local economy.

ROLE SUMMARY

The Market Support Contractors supports activities that drive the coordination and execution of the Midtown Farmers Market (MFM), which runs from May to October. This role helps to support the Senior Manager, Program & Communications (SMPC) and the Program & Partnerships Manager (PPM) to execute and support market weekly preparations of equipment, supplies, and programming needs to ensure a safe, organized and welcoming experience for vendors, community partners & artists, volunteers and market customers. The Market Support Contractors will support a range of planning and administrative tasks including EBT/Market Bucks reimbursements and weekly artist and partner programming.

CORE ACCOUNTABILITIES

Program Support

- Manage and support assigned areas of MFM framework and operating procedures in collaboration with other CNO staff.
- Oversee core program planning activities inclusive of artist and partner programming and EBT/Market Bucks implementation and reimbursement submission.
- Support creation of external program communications inclusive of general updates, marketing, and promotions.

Staff & Volunteer Management

- Partner with Senior Manager, Program & Communications to ensure adequate staff and volunteer coverage at MFM.
- Supervise and maintain delineation of duties between CNO staff and volunteers related to all MFM activities.

Administrative Support

- Assist CNO staff with organizational administrative support tasks as identified and needed.

DESIRED QUALIFICATIONS & SKILLS

Qualifications

- Minimum 2 years experience in customer service or client facing role.
- Minimum 2 years experience supervising a combination of staff and volunteers.
- Minimum 2 years working with people of diverse cultural backgrounds, lifestyle, and socio-economic standing.
- A completed High School degree (or equivalent) or higher

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Skills

- Materially adept at organizing and managing a variety of tasks that require attention to detail.
- Proficient interpersonal and communication skills with people with various backgrounds and roles.
- Proficient and self-directed at managing work plans, priorities, and resources to advance accountabilities.

Preferred Skills

- Bilingual in Spanish & English
- Associates Degree or higher, or working towards a degree

COMPENSATION & BENEFITS

- This is a contract seasonal employment opportunity with 13 hours per week for 12-13 market weeks between May and October. This will include 4 hours of market preparation and planning and a 9-hour full market day shift on a Saturday.
- Salary: \$25 per hour

HOW TO APPLY

- Please send a resume to [hiring@corcoranmpls.org](mailto: hiring@corcoranmpls.org).
- Resumes for this opportunity will be accepted through March 31, 2026. The position is expected to begin in late April..
- Resumes will be reviewed on a rolling basis, and select applicants will be invited for an interview.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Corcoran Neighborhood Organization (CNO) is committed to advancing equity and diversity in all that we do. CNO does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status or any other basis prohibited by local, state, or federal law. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+ individuals, people with disabilities, veterans, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Successful candidates will commit to an equitable and inclusive workplace, including but not limited to racial equity, accessibility for individuals with disabilities, use of gender inclusive language, and cultural sensitivity.