Position Title: West Side Bazaar Manager
FLSA Status: Full-Time
Starting Salary: $20 / hour
Benefits: Once eligible, 3% match for Individual Retirement Account
Supervisor’s Title: Senior Economic Development Director
Location: Buffalo, NY
Organization Mission: WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.
Website: www.wedibuffalo.org

Programs Overview:
WEDI’s mission is to strengthen communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers. Founded in 2006 by members of the Westminster Presbyterian Church to improve the quality of life for residents of Buffalo’s West Side, WEDI (the Westminster Economic Development Initiative) has two focus areas—Education and Economic Development—and numerous programs including the West Side Bazaar. This dual focus makes WEDI unique among its peers. With a passionate, diverse staff that is representative of the constituents it serves, WEDI is well-poised to realize its vision that all residents of Western NY can succeed and thrive in a culturally inclusive community.

The West Side Bazaar Manager will oversee the day-to-day operations of the market. S/he will cultivate individual vendors and ensure that market standards around hospitality, safety and mission are consistently upheld.

Operations
- Ensure the Market feels like a welcome, clean, safe and compelling public space
- Coordinate efforts of Marketing / Events Specialist and Facilities Manager.
- Operating budget: Oversee, troubleshoot and identify efficiencies
- Collect rents, fines; address/resolve delinquencies or disputes
- Ensure leases are renewed, West Side Bazaar handbook is followed, and balances are paid promptly.
- Contract negotiation and fulfillment (tenants, service providers, event rentals, etc.)

Business Support
- Ongoing business assistance
- Impromptu (weekly) and scheduled (monthly) Owner meetings with all food businesses.
- Establish and maintain Taste of the Bazaar, catering
- Mediate disputes and promulgate a culture of mutual respect, patience and empathy

**Outreach / Marketing**
- Expand market appeal and awareness via regular outreach
- Monitor marketing budgets / campaigns to ensure maximum return
- Co-design and run a weekly / monthly event calendar and ‘day table’ series to maximize and diversify traffic and highlight Buffalo’s hidden cultural and culinary gems.
- Host and present to visiting groups e.g., field trips, rotary, university, etc.
  Develop and implement customer feedback systems (Postcards / QR code)

**Required Qualifications:**
- Bachelor’s degree in business, finance, or a related field, or an associate degree in banking or financial services preferred.
- Superior communication and customer service skills and an ability to adapt to a wide variety of audiences, including clients, supervisor, direct report(s), peers, and external partners/vendors.
- Demonstrated self-starter who goes beyond job description to make sure goals are achieved.
- Very organized, detail-oriented, and fast and comfortable with various computing programs, primarily Microsoft.
- Demonstrates professional, courteous demeanor, positive attitude, strong work ethic, and the ability to collaborate with others in a constructive manner.
- Outstanding organizational skills, experience coordinating time-sensitive projects, and proven ability to meet deadlines.
- Ability to quickly understand processes, current trends, and technical vernacular associated with WEDI’s programs, products, and services.
- Ability to thrive in an entrepreneurial, team-oriented, mission-driven environment
- Fluency in English language, both oral and written. Fluency in Spanish, Arabic, Burmese, and/or any other Asian or African languages is strongly preferred.

**Organizational Policy/Procedure Compliance:**
- Follow all organizational policies and procedures as well as local, state, and federal laws.
• WEDI does not tolerate sexually, violently, or other unlawfully discriminatory actions, gestures, harassment, or statements. Any of these behaviors are subject to personnel action up to and including immediate termination. Such actions must be reported to the supervisor immediately.
• Always maintain confidentiality of organizational records and information.
• Maintain a professional, but friendly and culturally sensitive image.

We are looking for people who share our passion for advancing emerging entrepreneurs from diverse backgrounds. Interested in applying? Please send a resume and cover letter to jobs@wedibuffalo.org.