

Position Description: Farmers Market Coordinator

\$18 an hour
20-40 hours a week
April-October 2023

To apply please send a cover letter along with your resume, or CV to:
jonathansfarm@gmail.com

Position Summary

We are seeking a Farmer's Market Coordinator to manage the day-to-day operations of the Wolseley Farmers Market (WFM). The coordinator will be responsible, in collaboration with the Market Director, for ensuring that the market runs smoothly each week, and that positive relationships are maintained with vendors, Jonathan's Farm, the Robert A Steen Community Centre, Public Health Inspectors, and the local community. WFM aims to work collaboratively, and so welcomes initiative on behalf of the Market Coordinator to identify and implement additional market-related activities. Any proposed initiatives outside the scope of the activities listed below may be presented to the Market Director for approval.

Position Responsibilities:

- Communicate effectively with vendors, Jonathan's Farm, Public Health Inspectors, the WFM Director, and Robert A Steen Community Center.
- Set up and maintain Google Drive
- Manage all aspects of social media, including Instagram (IG), and Facebook accounts for the WFM
- Remain current with the Farmers Market Guidelines and ensure the market is adhering to them
- Work cooperatively with Public Health Inspector (PHI)
- In collaboration with the Market Director, participate in Vendor selection, ensuring each vendor space is filled for each market
- Ensure timely invoicing •
- Organize and act as host for market events

Position Requirements:

- Excellent communication skills; demonstrated ability to build positive relationships with vendors and community members
- Strong organizational skills and attention to detail
- Ability to work independently and to prioritize and manage multiple tasks simultaneously
- Experience with Excel, Gmail, Google Drive, Instagram, and Facebook
- Experience in event planning or market coordination an asset
- Knowledge of local regulations and guidelines related to farmers markets an asset.

Conditions of Employment

This is a part-time position from mid-April to late October, with an expected commitment of approximately 20-40 hours per week.

While it is expected that the Market Coordinator will prioritize his or her time to achieve the goals of the WFM, this role also allows for flexibility in the hours worked. Additional tasks and opportunities may arise throughout the season.

Reporting

The Farmers Market Coordinator will report to the Market Director. The Coordinator will also work closely with vendors, Public Health Inspectors, Jonathan Stevens of Jonathas Farm, Robert A Steen Community Centre, and community members to ensure a successful market season.