



Fireweed Food Co-op: Assistant Market Coordinator

35 hrs/week @ \$17-19/hr – June to October

***Please note: Due to funding requirements, active students (enrolled in classes or recently completed a degree) will be prioritized for this position.**

SUMMARY

The responsibility of the Market Assistant is to support the Market Coordinator in ensuring the smooth functioning of the South Osborne Farmers' Market (SOFM). This includes volunteer recruitment and coordination, marketing and social media management, organizing community engagement activities, and assisting with market day operations. This is a seasonal position with an 8-hour commitment every Wednesday from 1-9pm at 725 Kylemore Avenue.

Note: This job description is a guide, rather than a restrictive or exhaustive list of responsibilities. Adaptations can be made at the discretion of the market team. This position is intended to be a hybrid position between the SOFM at 725 Kylemore Ave and the Fireweed Warehouse at 1145 Fife St.

RESPONSIBILITIES

Volunteer Management

- Recruit, schedule, and coordinate farmers' market volunteers
- Working alongside the Market Coordinator and the Farmers' Market Committee, present an in-person volunteer orientation before the market season begins
- Maintain regular communication with volunteers through email and print materials
- Develop and administer annual volunteer survey

Marketing & Communications

- Develop content to increase community engagement on our social media platforms, mainly Instagram and Facebook
- Respond to market inquiries on social media in a timely manner
- Create and send weekly newsletters using Mailchimp
- Design graphics and posters as needed for special events

Entertainment & Community Engagement

- Recruitment and scheduling of musicians
- With the Market Coordinator, assist in the planning, implementation, and delivery of special events and community programming at the market (arts and craft program, clothing swaps, workshops, etc).

Farmers' Market Operations

- Carry out all set up and tear down tasks, including putting out tents, tables, and signage
- Be available to respond to vendor, volunteer and customer needs during the market

- Help ensure that vendors and the market comply with farmers' market guidelines and health & safety regulations

Other Duties

- Assist with other Fireweed projects at 1145 Fife St, including local food receiving and packing, and collaborating with the food security coordinator on the Veggie Van and Waste Not programs.

SKILLS

- A strong and genuine passion for creating local, sustainable and equitable food systems
- Have a working knowledge of farmers' market regulations or willingness to learn
- Strong written and verbal communication skills
- Ability to multi-task & remain organized
- Experience with social media, especially Instagram, is an asset
- Graphic design experience is an asset
- Smart Choices certification is considered an asset

REQUIREMENTS

- Must be able to work from June to the end of September
- Must be between the ages of 15 and 30 as per funding requirements
- Customer service experience required
- Must be able to lift objects up to 50 lbs
- Class 5 Drivers License strongly preferred

APPLY

To apply, please send your resume and a cover letter to projects@fireweedfoodcoop.ca.

***Please note: the duration of this position (and its final hourly wage) is conditional upon confirmation of funding. Do not hesitate to ask us more about this prior to submitting your application. Due to funding requirements, active students will be prioritized for this position.**