



Fireweed Food Co-op: Market Coordinator

Full-Time (35 hrs/week) @ \$18-20/hr – May to October

Fireweed Food Co-op is a nonprofit co-op for producers and supporters of Manitoba-grown sustainably-produced food. Fireweed Food Co-op is dedicated to making locally and sustainably produced food more accessible to individuals, families and communities in Manitoba.

DUTIES: The primary responsibility of the Market Coordinator is to plan and coordinate all logistics relating to the South Osborne Farmers' Market (June-October) alongside the Market Assistant. The Market Coordinator will also assist in the development and delivery of the Farmers' Market Incubator Program. As time and interest allows, the Market Coordinator may support other areas of the organization, including but not limited to: marketing, communications, and general operational duties.

This is a hybrid work from home and in-person position. It is required that the Market Coordinator be in-person for all markets and events, every Wednesday throughout market season. Initial training will occur in-person at 1145 Fife St, along with bi-weekly in-person staff meetings.

Market Development

- Maintain existing partnerships and build new relationships with community groups (ex: Lord Roberts Community Center [LRCC], Park Alleys, Direct Farm Manitoba)
- Meet with the Fireweed Board of Directors Market Committee for informal check-ins (as needed), and committee meetings
- Work alongside the market assistant and support them with their duties as needed

Event Planning

- Plan and coordinate all logistics for the South Osborne Farmers' Market. Activities include (but are not limited to):
 - Coordinating vendors
 - Recruiting and managing volunteers
 - Applying for health and liquor permits *depending on hiring time, this may already be completed
 - Liaising/coordinating with LRCC
- Contribute to planning and executing market-related fundraising initiatives & events

Farmers' Market Preparation

- Carry out all setup and tear down tasks at markets, including: setting up instant canopies, tables, waste facilities, and street signage.
- Provide on-site support to market volunteers
- Be available to respond to vendor, volunteer and customer needs during the market

- Ensure that vendors and market-goers comply with farmers' market guidelines and health & safety regulations

Program Development & Delivery

- Assist with the delivery of the Farmers' Market Incubator Program:
 - Create and design supporting materials
 - Coordinate all logistics related to training sessions, i.e. in-person locations, webinar presentations, etc.
- Offer post-program support and guidance to participants throughout market season

Marketing & Communications

- Monitor the market email and respond to market inquiries in a timely manner
- Design digital and print marketing materials for the farmers' market
- Update market website content when needed
- Working alongside the Market Assistant, run the sofarmersmarket Instagram page

Other

- Assist in routine Food Hub warehouse tasks as needed
- Assist in the creation and delivery of co-op member engagement activities (e.x. workshops)
- May include new projects/activities and operational tasks as time allows and depending on your interest!

SKILLS & REQUIREMENTS

- Customer service experience required
- Familiarity with the Manitoba Farmers' Market Guidelines
- Must be able to lift objects up to 50 lbs
- Graphic design experience is considered an asset
- Smart Choices certificate is considered an asset
- Class 5 Drivers License is preferred
- Living in or having knowledge of the South Osborne neighborhood is preferred

APPLY

To apply, please send your resume and a cover letter to projects@fireweedfoodcoop.ca by Friday, April 19th.

***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.**