



**Fireweed Food Co-op: Food Security Coordinator**  
Part-time (15-20 hrs/week) @ \$18-20/hr – June to September\*

#### SUMMARY

The food security coordinator's primary responsibility is to organize our Veggie Van initiative, a mobile market serving subsidized local produce to underserved communities in Winnipeg. The primary duties include planning, fundraising, outreach and communications, organizing community activities, and operating the Veggie Van, providing the successful candidate with a good balance of mental and physical work. Having only run as a pilot last year, this position will also help establish policies, procedures, and strategies to ensure the sustainability of the Veggie Van with support from FFC staff.

Note: This is a part-time seasonal position at 15-20 hours per week (depending on preference) and \$18-20 per hour (depending on experience) and includes an 8-hour commitment on Thursdays from 12 pm to 8 pm. The remaining work hours can be flexible to a certain degree and hybrid work-from-home /office options are available following initial training. It is also worth noting that a lot of the planning work will happen ahead of the Veggie Van launch with support and mentorship from the Projects Coordinator.

#### RESPONSIBILITIES

##### *Planning & Logistics (25%)*

- Organize the day-to-day logistics for the Veggie Van
- Consult with community partners on logistics and outreach strategies
- Develop a donation and fundraising strategy
- Partner with other groups to run mini-community activities as time/resources allow

##### *Outreach and Communications: (25%)*

- Develop and implement an outreach/ marketing strategy
- Design graphics and print materials as skills allow
- Develop appropriate signage for the Veggie Van as needed
- Respond to inquiries as required

##### *Veggie Van Operations (50%)*

- Coordinate with other FFC staff to order fresh produce from local farmers each week
- Drive the Veggie Van to its designated locations across the city
- Set up the necessary tent, tables and signage for the Veggie Van
- Sell subsidized local produce to community members and keep an accurate record of sales
- Ensure a clean and safe environment and adheres to food safety and health regulations
- Other duties as time permits

*Other (If time allows)*

- Support soliciting donations and packing our Waste-Not Food Box Program
- Help with food hub warehouse activities and special events
- Support grant writing for food security activities
- We want you to have fun!

**SKILLS**

- Must be between the ages of 15 and 29 (as per funding requirements)
- Strong interpersonal skills (customer service experience is an asset)
- Organized and able to work independently
- Experience handling money and maintaining simple accurate financial records
- Lived experience with food insecurity or experience working with food insecure/ vulnerable individuals is a strong asset
- A genuine and demonstrated desire to contribute to food security, equitable food access and local food systems
- Ability to lift 50 pounds
- Valid MB Class 5 Full Drivers License

**APPLY**

To apply, please send your resume and a cover letter to [projects@fireweedfoodcoop.ca](mailto:projects@fireweedfoodcoop.ca) before **May 13, 2022**.