



JOB POSTING

Operations Assistant/Special Events Co-ordinator Vancouver Farmers Markets

Are you a list-making, detail-watching, natural born organizer? Do you love to make order out of chaos and do you enjoy making your creative visions reality?

The Vancouver Farmers Markets (VFM) operate 4 busy neighborhood farmers markets in Vancouver, which see about 12 000 people each week on Saturdays, Sundays and Wednesdays from May – October. The Winter Farmers Market operates twice a month at a single location from November – April. A Holiday Market takes place once a year in December. Coordinated by a small staff team from a central office, Vancouver Farmers Markets are growing at a fast pace to meet Vancouver's demand for fresh, 100% locally grown and produced food.

Vancouver Farmers Markets require an Operations Assistant/Special Events Co-ordinator to work directly with the Operations Manager and other market staff to ensure smooth running market operations and vibrant, engaging special events that enhance the market experience.

This is a permanent, full-time salaried, core-staff position

Compensation: Competitive salary based on experience plus wellness allowance

Location: 4 market sites, main office, off-site storage room

Required: vehicle, current driver's license, safe driving record, experience driving vans/trucks

Job Duties:

This position will work with the VFM staff team to ensure the following is done in a timely and efficient manner:

Operations:

- market equipment and supplies are ordered, distributed and maintained.
- market van and storage rooms are packed, well-organized and maintained. Maintaining inventory.
- pre- and post-market processes are supported (eg. answering phones, updating & printing spreadsheets etc., preparing daily market supplies for managers).
- on-site market staff is supported with supplies/daily deliveries as needed.
- weekly data entry for market cashouts and vendor sales reports
- scheduling and management of entertainers, community group tables & children's activities

Special Events:

- Special events calendar, the equipment, personnel & outside resources required are determined.
- Special events are planned, co-ordinated and implemented across all market sites.
- Budgets for events are created and fit within pre-determined SE budget.
- Co-ordination with PR/Community Outreach staff to promote market events across Vancouver.
- Market vendors are informed, involved and kept apprised of opportunities to participate.
- Appropriate meetings held with staff/volunteers to ensure smooth-running events.
- Volunteers and staff are supervised and used effectively during on-site market events.
- Written reports and evaluations prepared for all events produced.

Required Skills/Experience:

The successful candidate will be able to demonstrate the following:

- a high level of organization
- strong attention to detail, ability to forecast equipment/supply needs
- proficient working with Microsoft Office suite of programs; comfort with Mac computers, experience with MYOB or other accounting software an asset
- excellent communications – written and phone
- works well as part of a team & independently
- takes direction well and can also take initiative

- ability to adjust mid-stream, chart an new course and carry on with a positive, can-do attitude
- ability to create and implement systems for inventory, ordering and equipment maintenance schedules
- ability to lift & carry up to 50lbs
- excellent driving record (drivers abstract will be required) & experience driving large vehicles
- ordering; shipping/receiving experience a strong asset
- creativity & maximization of limited budget and human resources
- experience planning, co-ordinating and implementing events involving volunteers, staff or contractors
- familiarity with and appreciation of farmers markets, agriculture, farmers & food culture
- flexibility to adjust schedule during the year depending on workload

Voted "Top Non-Profit for 2010" by the readers of *Edible Vancouver* magazine, the Vancouver Farmers Markets is a busy, professional, creative, team-oriented work environment offering competitive wages and benefits package.

Applications will be accepted until the position is filled. Email resume and cover letter indicating your relevant experience with "Operations Assistant/Special Events position" in the subject line to: roberta@eatlocal.org Vancouver Farmers Markets thanks all interested applicants, but only applicants chosen for interview will be contacted.

No phone calls please.

YOU ARE WHAT YOU EAT. PREPARE TO MEET YOUR MAKER.

Farmers Markets, Vancouver, B.C.

East Vancouver. West End. Main St. Station. Kitsilano. Holiday Market. Winter Market.