

# edible garden project

## NORTH SHORE NEIGHBOURHOOD HOUSE

### **Job Title: Market Coordinator**

**Employer:** North Shore Neighbourhood House - Edible Garden Project

**Job City:** North Vancouver

**Application Deadline:** March 20, 2023

**Wage:** \$20/hr

**Job terms:** 35 hours/week, mid May – mid October, 2023 (exact dates TBD)

**Please note this position is dependent upon grant approval.**

The North Shore Neighbourhood House (NSNH) is a not-for-profit registered charity serving the North Shore community since 1939. We believe working together to meet the grassroots needs of our neighbours, especially our most vulnerable residents, is essential to building a safe, healthy and strong community. The NSNH values and promotes cooperation, respect and empowerment through the provision of programs and services designed to meet the needs of individuals and the community as a whole.

The Edible Garden Project (EGP) is a program of North Shore Neighbourhood House. The EGP is actively increasing land used for food production, building knowledge and skills around food gardening and working with municipalities to increase opportunities for urban agriculture.

### **Position Overview**

The Market Coordinator will coordinate and manage the Loutet Farm Gate Sales and Loutet Community Farm Markets. They will liaise with the vendors that attend our markets and will actively recruit and network with new vendors. Through this work, they will build the capacity of our markets to foster community and increase awareness of local, sustainable agriculture. They will also be a key part of our Harvest Team, which is responsible for harvesting and processing vegetables twice per week for the markets. The Market Coordinator will work closely with the Farm Coordinator to coordinate the harvest teams at the two farm sites.

### **General Responsibilities**

- Manage produce sales twice weekly (Farm Gate Sales on Wednesday and Community Markets on Saturday) including preparation, setup, sales, restocking, takedown, etc.
- Communicate clearly and in a timely manner with market vendors
- Ensure that all health and safety regulations are being followed at market and on harvest days
- Recruit new vendors and ensure that all vendors have applicable permits, etc.
- Act as the public representative for the organization, including answering questions at market and mediating any possible conflict between vendors, members of the public, or volunteers
- Recruit and coordinate volunteers and interns at community markets, harvest days, work parties and other volunteer events
- Lead harvest teams in produce harvesting and processing activities twice weekly (Tuesdays and Fridays)
- Uphold high standards of quality and consistency when harvesting and processing produce, and effectively communicate these standards to interns and volunteers

- Assist in the management and maintenance of our two social enterprise urban farms to grow food to sell in our community
- Assist with garden maintenance including weeding, thinning, pruning, transplanting, watering, soil preparation, organization, record keeping

### **Qualifications & Eligibility**

- Candidate must be 30 years of age or younger, and a Canadian citizen or Permanent Resident, to satisfy grant stipulations
- Ideally 2+ years experience in a mixed vegetable market farm enterprise situation
- Excellent communication skills, great team player
- Ability to work long hours and maintain a flexible schedule that includes weekend work (Tuesday-Saturday schedule, with occasional evening work required in market season)
- Physically fit and able to squat, bend and lift at least 40lbs
- Experience running markets, customer service, cash handling
- Experience supervising volunteers

### **Assets**

- Experience working in a non-profit environment and knowledge/experience with social enterprise
- Experience working with diverse volunteers

North Shore Neighbourhood House values diversity and inclusion. We encourage all individuals to apply.

Please apply with your resume and a one-page cover letter. Only shortlisted candidates will be contacted. All local shortlisted candidates will be invited to an interview. Upon offer of this contract position, the completion of a Criminal Record Check is required.

### **To submit your application:**

Email subject line: FIRST NAME\_LAST NAME\_Market Coordinator

Cover Letter and Resume: Please send 3 page maximum as 1 PDF file (1 page cover letter, 2 page resume)

Email to: [admin@ediblegardenproject.com](mailto:admin@ediblegardenproject.com)

Only successful applicants will be contacted for interviews. We appreciate your time and interest in applying.

