



## **Comox Valley Farmers' Market Association Job Posting: Summer Program Coordinator**

### **About the company:**

The Comox Valley Farmers' Market Association (CVFMA) is a non-profit society that has been bringing fresh, local, and nutritionally dense food to the Comox Valley and beyond since 1992. Our Mission is supporting the well being and connection of our regional food economy. The CVFMA currently operates 2 markets: one in Courtenay on Saturdays year-round and one on Sundays in Cumberland from June - October.

### **About the job:**

We are looking for a passionate, community-oriented, and energetic individual to join our team as a Summer Program Coordinator for 9 weeks between June 30 to August 31, 2024 as part of the Canada Summer Jobs Program. This is a full-time summer position (30 hours/week) where the successful candidate will work with the core staff team to bring programming such as Kids Activities, Community Engagement Activities, Cooking Demonstrations and other Special Events to our two summer markets (Saturday and Sunday). The Summer Program Coordinator will also be responsible for helping with data collection and entry as well as the Farmers' Market Nutrition Coupon Program reporting. The Summer Program coordinator is expected to be available for work on market days (Saturday and Sunday) as scheduled as well as a 1-hour weekly staff meeting during one of the nonmarket days.

### **Responsibilities:**

- Help with summer program development and operation
- Program reporting
- Market day operations
- Customer and Vendor data collection and entry
- Farmers' Market Nutrition Coupon Program reporting
- Assist with Special Event planning and operation

### **Minimum Qualifications:**

- Must be willing to work within anti-racist and anti-oppressive frameworks and actively engage in ongoing learning about these frameworks
- Be able to work on Saturday and Sunday
- Works well in a team environment
- Can communicate effectively in a timely manner



- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**Preferred Qualifications:**

- works well with kids
- is service-oriented
- is passionate about local food, food security and local agriculture
- is community oriented
- is organized and detail oriented
- has excellent customer service skills
- is able to communicate effectively in a timely manner
- is comfortable taking direction
- has general knowledge of technology including computers, texting, email, social media and software such as MS Excel and Word
- is able to walk/stand on uneven ground throughout a 6-8-hour period
- is capable of lifting and carrying 25-30 lbs

**Compensation and Benefits:**

- \$16.75 per hour (\$17.40 starting June 1, 2024)
- Phone and travel allowance (if applicable)
- Flexible hours
- Access to fresh local food
- Purchase market products before the opening hour

A detailed timesheet, allocating time according to market, shall be submitted bi-monthly. Funds will be directly deposited at each pay period.

**Working Conditions:**

Employees will be required to work outdoors year-round. Appropriate clothing and footwear are required during all-weather situations and is the responsibility of the employee. Employees are expected to comply with all additional or temporary health and safety measures put in place from time to time (example COVID-19 Measures and Communicable Disease Plan). We offer a healthy positive environment free from harassment and where individuals are treated with respect and dignity.



## **How to Apply:**

CVFM values a diverse workplace and strongly encourages women, 2SLGBTQIA+ individuals, people with disabilities, members of ethnic minorities, and Indigenous Peoples to apply.

If you have similar experiences, but do not meet the above listed requirements or qualities exactly, we encourage you to apply and elaborate in an email to us ([info@cvfm.ca](mailto:info@cvfm.ca)) or by phone (General Manager: 250-650-8544).

CVFM is an equal opportunity employer and encourages applications from individuals from all communities, backgrounds, and experiences. All qualified applicants will be considered for employment without regard to racialization, ancestry, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, same-sex partnership status, age, marital status, family status, disability, and record of offences and any other basis protected under Canadian and BC Human Rights legislation.

Apply by Emailing your resume and 2 references to [info@cvfm.ca](mailto:info@cvfm.ca) **OR**

Filling in the online application: <https://forms.gle/jC4yiuqA6qZ2Z8TA8> \*

\*(If viewing in pdf: Right click on link, select "Copy Link" and paste to your favourite browser. If viewing in Word: hover over link, Press Ctrl and click the link)

If you are having issues accessing the link to the Application Form or prefer a paper copy of the application, please contact Twila at [info@cvfm.ca](mailto:info@cvfm.ca) or 250-650-8544 (call/text).

## **Application Deadline:**

Applications will be received until 12pm on (**Monday May 15, 2024**)

We thank all applicants for their interest in the Comox Valley Farmers' Market, due to the volume of applications we receive we will only be in contact with those being interviewed.