



Comox Valley Farmers' Market Association Assistant Manager Job Description (Term Position; April - October)

The Comox Valley Farmers' Market Association (CVFMA) has been bringing fresh, local, and nutritionally dense food to the Comox Valley and beyond since 1992. We are committed to promoting the economic health of our local farm and food community; to providing quality locally grown farm products; to educating the community in agricultural issues, as well as promoting and supporting local agriculture.

We are looking for a passionate, community-oriented, and energetic individual to join our team as Assistant Manager (Term Position; April-October). The Assistant Manager will work collaboratively with the core staff team and will support in-person and office administration and logistics at all of our markets.

Our ideal candidate:

- 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
- works well in a team environment
- is comfortable with technology including computers, texting, email, social media and software such as MS Excel and Word
- has a valid Market Safe or Food Safe certificate or equivalent (or is willing to complete/re-certify in the first 30 days)
- has a valid Class 5 Drivers License, with a clean driving abstract
- is capable of walking on uneven ground and walk long distances regularly (over a 6-8 hour shift)
- is capable of lifting and carrying up to 50 lbs frequently
- is skilled and confident with handling cash, balancing cash, processing payments and using POS systems, independently
- has an available vehicle that has the capacity to fit a 6-foot collapsible tent, a table, signage and all other necessary items.
- Must be willing to work within anti-racist and anti-oppressive frameworks and actively engage in ongoing learning about these frameworks



Assistant Manager Job description:

The Assistant Manager position is a term position consisting of 20 hours/week at a rate of \$21/hour. Our markets run year-round and operate in 3 locations in the Comox Valley. This position requires weekend availability.

The Assistant Manager supports the General Manager in overseeing operations of the CVFMA. This includes activities such as market day; social media and marketing; data entry; vendor, musician and customer relations; nutrition coupon program, special events and ensuring that the CVFMA Bylaws, Policies and Rules of Membership are followed.

Term: April to October (with some flexibility for the ideal candidate)

Job Requirements:

The Assistant Manager is expected to be available for work on market days (Sunday, Wednesday and Saturday) as scheduled as well as a 1-hour weekly staff meeting during one of the nonmarket days. Time off should be requested with a minimum of two weeks in advance of the market to allow for planning or a replacement.

Duties any include but not limited to:

1. Coordinate operations on market day:
 - Greet customers as they arrive.
 - Use the tally-counter to track customers as they enter the market.
 - Set up and tear down of the Information Table and displays, stage and sound equipment, signs, special events, etc. This may include the pickup and return of gear to storage.
 - Set Up and tear down of Community Table (tent table and chair) (when required).
 - Ensure Information Table is staffed throughout the day.
 - Take photos of vendor products and post to social media each market day.
 - Distribute information to vendors, ensure vendors know and comply with the CVFMA Rules of Membership. When rules have been breached, remind vendors of the rules and inform the General Manager.
 - Support Customers with questions and help them navigate the market.
 - Secure cash, coupons and tokens - all to be reconciled.



2. Administrative support:
 - Attendance and mapping of weekly markets, when required.
 - Attendance and collection of table fees at the market.
 - Reconcile table fees to spreadsheet.
 - Collect Membership Dues, Cancellation Fee or any other fees as required.
 - Market statistic collection, recording, calculating and reporting.
 - Vendor support.
 - Volunteer and seasonal staff supervision.
 - Special Event administration and logistics

3. Nutrition Coupon Program:
 - Collect coupons at market.
 - Reconcile coupons with spreadsheet.
 - Report redemption numbers to funders.
 - Setup/tear down/storage of tent/table/chairs related to coupon booth

4. Marketing/Promotions/Advertising:
 - Work with the General Manager to prepare, place, and verify all aspects of advertising including social media, email, newsletters, print, sponsorships, website etc.
 - Organize and implement special events and educational opportunities.

5. Any additional related tasks as requested by the General Manager

Compensation:

- \$21per hour
- Phone and travel allowance (if required)

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 (closed-toed 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.

The employee must be able to complete the following physical activities:

- a. Safely carry and lift up to 50lbs
- b. Safely navigate uneven ground
- c. Walk long distances regularly
- d. Stand for long period of times (~2-3 hours)

Reports to:

General Manager

Direct Reports:

Market Coordinator

Volunteers

Problem Resolution and Termination:

The Assistant Manager and the General Manager will undertake to meet with the intent to resolve any issues relating to work expectations and performance. If there is an impasse between the two parties, the Assistant Manager can contact the CVFMA HR Committee to assist in resolving any issues. If issues arise between the Assistant Manager and other staff members, not including the General Manager, that cannot be resolved between both parties, the General Manager should be contacted to assist in resolving any issues.

Probation Period:

A performance review will be completed within the 90-day probationary period. The CVFMA may terminate employment for any reason whatsoever at its sole discretion, without notice, compensation in lieu, or termination or severance pay if deemed necessary during the probationary period. At the end of the probationary period, the employment contract can be terminated by either party, upon 30 days written notice and discussion of the reasons that termination is being proposed.

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 a cover letter, an email to us (info@cvfm.ca) or by phone (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 here: <https://bit.ly/43KyzSb> *

*(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 or 250-650-8544 (call/text).

Application Deadline:

Applications will be received until 12pm on (**Saturday March 28, 2025**)

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.