



Wildsight Kimberley/Cranbrook seeks Kimberley Farmers' Market Coordinator

Wildsight Kimberley/Cranbrook is an environmental not-for-profit organization focused on promoting environmentally sustainable communities in our region. As part of our Food Sustainability initiatives, we are excited to invite applications for the position of Kimberley Farmers' Market Coordinator. The Kimberley Farmer's Market was founded in 2014 and in two short years of operation has become a cornerstone of the community.

JOB DESCRIPTION:

The Kimberley Farmers' Market Coordinator is responsible for the successful operation of the Kimberley Farmers' Market. This is a paid part-time permanent contract position, which can be based from a home office. Most of the work occurs between April and October – approximately 250 hours per year and it is expected that the Manager will be on site on all market days. Other hours are flexible, as required to accomplish the required tasks in a timely manner.

Duties and Responsibilities

1. *Market Operations Management* – Coordinates and oversees the operations of the markets – currently operating from late June to mid- September. This includes, but is not limited to, the assignment of stall locations, overseeing/ensuring the logistics of setup/break down; the management of market volunteers and Wildsight summer student; interfacing with the public and vendors; resolution of conflicts or problems that may arise; the collection, control and documentation of fees; and overseeing the Farmer's Market Nutrition Coupon Program.
2. *Vendor Relations* – Develops and manages relationships with vendors, ensuring timely communications (e-mail, telephone, newsletters and in-person) and resolution of issues or problems; monitors vendor operations and ensures compliance to Market rules and Interior Health Guidelines where applicable. Works to recruit vendors as needed, and monitors quality of products and presentation. Provides orientation and tips to new vendors and offers ongoing support/communication to help ensure vendors' success.
3. *Market Customer Relations* – Interacts with the public at the Markets and monitors and ensures the Market's attractiveness and appeal. Develops recommendations to enhance/improve the Markets and promotes the KFM in a positive, professional manner. Models and promotes collaborative and respectful communications and relationships.
4. *Volunteer Management* - Market Manager recruits volunteers and provides initial training and ongoing direction/training for market volunteers.
5. *Market Promotions* – oversees all advertising and promotion of the market through traditional and social media, including paid ads, news releases, posters, website and social media upkeep, signage, banners, etc.

Liaison and coordination with Kimberley Farmers' Market Advisory Group, Wildsight Kimberley Cranbrook Branch Manager and Board of Directors in the following capacity:

1. *Planning* – Works with and provides input to the Wildsight Kimberley Cranbrook Branch Manager in the development of business plans and work priorities. Keeps the Wildsight Kim/Cran Board informed regarding the status of the Market(s) and progress toward established goals.
2. *Financial Planning & Management* – Works with and provides input to the Branch Manager/Treasurer/finance committee in annual budget development. Monitors and controls the budget for Market, manages resources within the constraints of the budget and long-range business plans and ensures compliance with financial controls.
3. *Advisory group subcommittees* – Works with subcommittees as needed (Policy, marketing, finance, vendor selection, etc.)
4. *Stakeholders* – liaises with different stakeholders (eg. City of Kimberley, Interior Health Authority, Downtown/Howard Street Businesses, Chamber of Commerce, Cranbrook Community Connections (Bellies to Babies for Farmers’ Market Nutrition Coupon program, etc.)
5. *Other Duties* - Performs other duties as assigned by the Branch Manager.

DESIRED SKILLS & QUALIFICATIONS:

The successful candidate will possess:

1. Post-Secondary education and/or relevant experience in a related field such as Business/Marketing, Community Development, Sustainable Food Systems, and Management.
2. Education or experience in personnel management, budget responsibility, operations management, working with multiple stakeholder groups, working with the public, and experience in retail and/or other customer service.
3. Additional Qualifications: Passion for local food/food sustainability and farmers’ markets; self-motivation; excellent interpersonal and communications skills; the ability to develop good team relationships with staff, board, vendors, and market volunteers; strong customer service orientation and skills; strong organizational and problem-solving skills; attention to detail; strong computer skills and social media/marketing skills; strong community connection.

MUST HAVES:

1. Be willing to work evenings when necessary,
2. Have a current Occupational First Aid Level 1 certification or commitment to be certified,
3. Have a computer and internet access,
4. Have a valid driver’s licence and access to a personal vehicle.

To apply, please send your resume and cover letter to Andrea Chapman by email at kimcran@wildsight.ca, in person, or by mail. Applications must be received prior to Monday May 16th at 9am. Office hours are Monday - Friday from 9am – 3pm. We thank all applicants for their time and interest. Those candidates invited to an interview will be contacted by Friday May 20th.

Wildsight Kimberley Cranbrook; 2-495 Wallinger Ave. Kimberley BC, V1A 1Z6
kimcran@wildsight.ca 250.427.9325 x221