



Employment Opportunity

Organization:	BC Association of Farmers' Markets (BCAFM)
Role:	BCAFM Special Projects Assistant
Hours of Work:	30 hours/week for 10 weeks from May 23– July 29, 2022 (start and end date may be flexible. Self-directed, with some evenings and weekends as needed)
Wage/Salary:	\$20.00 per hour
Location:	New Westminister and remote (work at home)

Deadline to Apply: NOON Monday, May 16th, 2022

Websites: bcfarmersmarket.org
bcfarmersmarkettrail.com

About BC Association of Farmers' Markets

A provincial non-profit, the mission of BC Association of Farmers' Markets (BCAFM) is to support, develop and promote member farmers' markets across all regions of British Columbia. BCAFM is a unified voice for 145+ member farmers' markets, home to over 4,000+ farmers, food processors and artisans who share a common vision of 'BC Grow, Make, Bake'. In addition to many other exciting projects and initiatives, BCAFM is proud to lead the BC Farmers' Market Trail campaign and deliver the BC Farmers' Market Nutrition Coupon Program.

We are actively encouraging applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with visible and/or invisible (physical and/or mental) disabilities;
- persons who identify as women; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

About this Role: BCAFM Special Projects Assistant

This position will provide administrative support to our team by assisting in areas of membership, farmers' market nutrition coupon program, communications, and our annual conference.

Key Responsibilities

- Packaging farmer's market nutrition coupons and materials to be shipped Province wide



- Support FMNCP communications including photography, newsletter, TikTok, social media
- Support our communications department with researching story ideas and media contacts and gathering information on farmers' markets
- Assist with tagging photographs in our photobank
- Assist with annual conference planning and organizing duties
- Research Accessibility audits and tools for farmers markets in the area.
- Research and organize language translation sheets for farmers markets and farmers
- Assist with work related to equity, justice and decolonization as it pertains to our work in the farmer's market sector
- Connect with Indigenous communities to discuss and explore land acknowledgement and/or other projects in the working region
- Providing data entry support for our membership team
- Other duties as required

KNOWLEDGE, SKILLS & EXPERIENCE

- See Canada Summer Jobs requirements below
- Work volunteer or lived experience in a similar role
- A working knowledge of computers, databases, and software
- Able to work independently and from a home office, connecting remotely with the BCAFM team.
- Some understanding of farmers' markets.
- Strong verbal and written communications skills
- Ability to problem solve and highly organized
- Ability to take initiative and be pro-active
- Interpersonal and customer service skills and diplomacy
- A flexible attitude, a positive focus
- Ability to maintain discretion with confidential Information
- A commitment to understanding and respecting diversity
- Must have reliable internet connection
- Ability to lift boxes that are up to 15 kg

As this is funded under Canada Summer Jobs Program, this position is open to candidates who are between 15 and 30 years of age (inclusive) at the start of employment; is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and is legally entitled to work according to the relevant provincial / territorial legislation and regulations.*

WHEN & HOW TO APPLY

- **DEADLINE to APPLY: NOON Monday, May 16th, 2022**

Please send your resume with your name in the title of the document, as well as a cover letter that includes why you are a fit for this role to info@bcfarmersmarket.org.

- Include 'BCAFM Special Projects Assistant' in the email subject line.



BCAFM is committed to be an equitable and inclusive employer with our hiring practices and organizational culture. We encourage applicants with diverse backgrounds, communities and lived experiences to apply.

Thank you very much for your interest in BC Farmers' Markets.