



## Employment Contract Opportunity

<b>Organization:</b>	BC Association of Farmers' Markets (BCAFM)
<b>Role:</b>	2022 BCAFM Conference Logistics Manager (Temporary)
<b>Hours of Work:</b>	10 hours/week on average during the contract period of 19 weeks from July to November 18, 2022 plus approximately 35 hours during the conference week of Nov 3, 4, 5 2022
<b>Compensation:</b>	\$25 per hour
<b>Start Date:</b>	July 11 <sup>th</sup> , 2022 (approximate)
<b>End Date:</b>	November 18 <sup>th</sup> , 2022
<b>Location:</b>	Remote (work from home) <i>and</i> Onsite at the conference venue for the duration of the 2022 BCAFM Conference Nov 3, 4, 5 2022 at New Westminster, BC

**EXTENDED Deadline to Apply:** **NOON Friday, July 1<sup>st</sup>, 2022**

**Websites:** [bcfarmersmarket.org](http://bcfarmersmarket.org)  
[bcfarmersmarkettrail.com](http://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 actively encourage 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: Conference Logistics Manager**

BCAFM is seeking a friendly, detail-oriented, highly organized person with direct event management experience to provide and execute a critical path schedule organizing logistics for the 2022 BC Farmers' Market Conference to be held on November 3, 4, 5, 2022 at New Westminster, British Columbia. The Conference Logistics Manager will organize facilities and manage all event details such as location/venue, catering, AV, entertainment, transportation, registration, attendee list and special guests. The Conference Logistics Manager will report directly to the BCAFM Conference management team.

## **Employment Contract Summary**

The BCAFM Conference Logistics Manager is a temporary contract employee who will guide conference design and logistics and execute this much anticipated 3 day education and networking event for BCAFM member farmers' markets, vendors and stakeholders.

## **PRIMARY RESPONSIBILITIES**

### **Planning**

- Refine, manage, and execute a conference event logistical plan and timeline
- Organize additional logistical needs for the following social activities such as the Opening Reception, Pecha Kucha, Awards Event and making linkages to other partnerships
- Support production of marketing and design materials
- Coordinate design of promotional materials
- Coordinate with Communications Team distribution of all promotional materials and registration information
- Update [bcfarmersmarket.org](http://bcfarmersmarket.org) website
- Provide catering recommendations and logistics
- Organize technology requirements
- Assist with choosing speakers and collecting speaker information (bio, requirements)
- Assist with recruiting keynote speakers and land acknowledgment speaker
- Plan detailed timelines (VIP's, plenary, keynote speakers, performers, workshop content and facilitators, etc)
- Recruit new and returning volunteers
- Organize virtual attendance options (if applicable)
- Organize travel, accommodation deals for attendees
- Execute creation of physical awards
- Arrange Silent Auction donations from community and attendees
- Apply conference travel subsidy program (application) manage logistics
- Provide a written update and verbal update to the Conference Planning Committee



- Other duties as required.

### Execution

- Manage on-site event set up and operations for the duration of the 3 day conference
- Manage volunteers on-site
- Assist with post-conference needs including conference evaluations, supplier and presenter expense claims among other needs.
- Ensure compliance health and safety obligations as required

### Evaluation

- Evaluation: develop methodology and systems to evaluate the conference
- Create and send out surveys and post-event communications
- Analyze and summarize post conference evaluations for event outcomes, successes, and key learnings

### QUALIFICATIONS

- Minimum 3 years event management experience
- Excellent customer/member service skills
- Strong communications skills
- Strong project management skills
- Flexible, enthusiastic and collaborative work ethic
- Experience with Microsoft Excel, Word
- Must have reliable internet connection for remote work at home
- Interest in local food, farmers' markets and agriculture an asset

### WHEN & HOW TO APPLY

- **EXTENDED DEADLINE to APPLY: NOON FRIDAY, July 1<sup>st</sup>, 2022**
- Please send your resume in PDF format with your name in the title of the document, as well as a cover letter that includes why you are a great fit for this role to the following email address below. Please include '**BCAFM Conference Logistics Manager**' in the email subject line.

**[info@bcfarmersmarket.org](mailto:info@bcfarmersmarket.org)**

- Please note that interviews may be conducted during the recruitment period and only candidates invited for an interview will be contacted.

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

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