



## Employment Opportunity

- Organization:** BC Association of Farmers' Markets (BCAFM)
- Role:** BCAFM Regional Coordinator – Columbia Basin Region
- Hours of Work:** Seasonal Contract: 18 hours/week through Dec 18, 2022  
Self-directed, with some evenings and weekends as needed  
Position has potential to be renewed for 2023 season (May-Dec)
- Wage/Salary:** \$20.00 per hour + eligible travel expenses
- Location:** Columbia Basin Region (work at home with some travel)
- Deadline to Apply:** **Sunday, Sept 11<sup>th</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 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 Regional Coordinator – Columbia Basin Region - BC

The Regional Coordinator will support BCAFM and participating farmers' markets and community partners in the program delivery, systems and administration of the FMNCP in the Interior North region. The individual will also provide administrative and communications support for other BCAFM membership and programs.

### Key Responsibilities



The BCAFM is seeking friendly, detail-oriented, highly organized individuals who are able to work both independently and collaboratively. The Regional Coordinators will report directly to the FMNCP Program Manager and the Membership & Programs Manager.

Each Regional Coordinator will create a work plan and strategy, in collaboration with BCAFM staff, which is tailored to the participating farmers' markets and community partners in their region, as well as developing a community of practice for farmers markets and community partners in their region.

### **Administrative & Logistical Support & Orientation/Training**

- Support partners to better fulfill the administrative and reporting duties of the FMNCP with constant communication with stakeholders either by email, in person, or phone.
- Create and share regional specific FMNCP and other BCAFM program tools and resources
- Communicate and assist BCAFM market members with other BCAFM region specific initiatives and programs as directed

### **Program Success & Program Innovation**

- Identify areas where farmers' markets and community partners need support to make FMNCP and other BCAFM initiatives and programs more successful
- Create opportunities for community partners, stakeholders and farmers' markets in the region to communicate, work together and share information

### **Media Engagement**

- Work with partners to create content and strategies to successfully promote the FMNCP, farmers' markets and community partners through social media and traditional media.
- Contribute to BCAFM's newsletters and communications related to BCAFM activity in the region.

### **Mentorship**

- Support farmers' markets to be more accessible to FMCNP participants and the wider community.
- Share resources to support food literacy activities at farmers' markets and community partners

### **Fundraising**

- Support farmers' markets and partners in their local and regional fundraising initiatives for the FMNCP and BCAFM, through the development of tools, mentoring and sharing resources.
- Identify regional funding opportunities to support and expand the program in the region. Support new grant applications to funders.

### **Province Wide Networking**

- Participate in meetings, providing updates on the region and seek additional tools and information to share in the region.

### **Other responsibilities as assigned.**



## KNOWLEDGE, SKILLS & EXPERIENCE

- Work or lived experience in a similar coordinator role
- A high level of working knowledge of computers, databases, and software
- Able to work independently and from a home office, connecting remotely with the BCAFM team and program organizers.
- Strong understanding of the FMNCP program operations, as well as farmers' markets and community partners.
- Strong verbal and written communications skills
- Ability to problem solve and highly organized
- Ability to take initiative and be pro-active
- Strong 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 stakeholder and participant diversity
- Must have reliable remote internet connection
- Knowledge and interest of farmers' markets or involvement in the local food movement
- Access to a vehicle or transportation and availability for travel within the region

## WHEN & HOW TO APPLY

- **DEADLINE to APPLY: Sunday, Sept 11<sup>th</sup>, 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 the following email address below. Please include '**BCAFM Regional Coordinator**' 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 with diverse backgrounds, communities and lived experiences to apply.

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