



Employment Contract Opportunity

Organization:	BC Association of Farmers' Markets (BCAFM)
Role:	Project Coordinator: 2023 BC Farmers' Market Economic Impact Study
Hours of Work:	Full Time for 17 weeks
Compensation:	\$25 per hour
Location:	Remote (work from home plus fieldwork)
Start Date:	May 1 st , 2023
End Date:	August 28 th , 2023
<u>Deadline to Apply:</u>	<u>NOON Monday, February 6th, 2023</u>
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 6,000+ 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 the 2023 BC Farmers' Market Economic Impact Study

Over the summer of 2023, BCAFM in collaboration with study partner, Dr. David Connell at University of Northern BC (UNBC), will complete the 2023 BC Farmers' Market Economic Impact Study of 65 member farmers' markets. The purpose of the study is to support the development of farmers' markets across the province. By collecting data about what customers spend and how many people attend, we can quantify the significant contributions of farmers' markets to their



communities. Study results will also demonstrate the value of farmers' market to multiple stakeholders, while building on previous studies conducted in 2006 and 2012. The study will centre on completing market assessments, which involves a one-day, on-site study of customers while a participating farmers' market is operating. Our aim is to complete study assessments of farmers' markets of all types and sizes across the province.

About this Role: Project Coordinator

We are seeking a **Project Coordinator** who will organize and communicate details related to 65 farmers' market assessments for this large provincial research project. The role requires working directly farmers' market organizers to schedule assessments, in conjunction with the availability of the study Research Associates. The Project Coordinator assists with research and administrative activities, such as the collection and documentation of research data and tracking expenses and resources. The Project Coordinator works under the direction of the study Project Manager.

NOTE: In addition to this Project Coordinator position, BCAFAM will also be hiring 4 regionally based full time Research Associates positions for 16 weeks May to Sep 2023 (Vancouver Island, Northern BC, Southern Interior and Lower Mainland). These job postings will be posted later this spring.

PRIMARY RESPONSIBILITIES

Coordinate Market Assessments

- Contact farmers' markets to confirm participation in study and to prepare for on-site assessment.
- Maintains schedule of availability of Research Associates.
- Supports travel planning for Research Associates.
- In collaboration with Research Associates, schedules market assessments based on availability and travel plans of Research Associates, and with consideration for preferred dates/needs of farmers' markets.
- Establishes and maintains collaborative relationship with BCAFAM Executive Director, Project Lead, Project Coordinator and Research Assistants, farmers' market managers and volunteers, and BCAFAM staff team.

Assist Project Manager

The Project Coordinator will assist the Project Manager to help implement all day-to-day activities of the study. Possible duties include, but are not limited to, assisting the following administrative functions and processes:

- Recruiting farmers' markets to participate in the study
- Tracking budgets and resources to assure efforts are in compliance with study objectives and deliverables.
- Collection and documentation of data.
- Generating and distributing technical reports for each market and for the province in a timely fashion.



- Coordinate meetings, phone conferences, minutes, and presentations as needed.
- Educating farmers' markets about the purpose, scope, outcomes, and benefits of the study.

Required Qualifications

- Knowledgeable about farmers' markets in British Columbia.
- Minimum of 2 years of work or lived experience in a similar role
- Education or lived experience in program/project co-ordination or other related field
- Strong ability to manage multiple tasks and due dates.
- Good working knowledge of Microsoft Word and Excel.
- Experience processing expense claims
- Strong customer service skills.
- Effective communications skills, written and oral.
- Flexible, enthusiastic, and collaborative work ethic.
- Enjoys working in a co-operative work environment.
- Ability to work remotely
- Access to a personal computer with reliable internet connection
- Ability to travel
- Flexible work schedule required, including work on weekends and evenings.
- Drivers license required.

Desired Qualifications

- Knowledgeable about local economic development.
- Knowledgeable about socio-economic assessments.
- Knowledgeable about the local food sector in British Columbia

WHEN & HOW TO APPLY

DEADLINE to APPLY: NOON Monday, February 6th, 2023

- 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 '**Project COORDINATOR: 2023 FM Impact Study**' in the email subject line and send to:

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 and this exciting research study.