



JOB POSTING

Farmers Market Nutrition Coupon Program Coordinator

The BC Association of Farmers' Markets (BCAFM) was founded in 2000 to:

- Support British Columbia producers of agricultural products, food products, and crafts
- Promote, educate, encourage, develop and support farmers' markets in the communities of BC
- Educate the public to choose healthy British Columbia grown agricultural products to ensure a secure food system, to reduce the carbon footprint and to ensure the viability of farming into the future

Job Summary: Farmers' Market Nutrition Coupon Program Coordinator

The Farmers Market Nutrition Coupon Program (FMNCP) Coordinator will support program delivery, systems and administration of the FMNCP. The position also supports other special projects delivered by the BCAFM.

Key Responsibilities

The BCAFM is seeking a detail-oriented, organized, analytical individual who is able to work both independently and collaboratively. The FMNCP Coordinator will report directly to the FMNCP Manager and Manager of Membership & Communications. This is a highly administrative role. Duties include, but are not limited to:

Financial Coordination

- Track and manage financial payments for FMNCP coupon redemptions, honorariums, vendors and reimbursements
- Coordinate disbursement of funds from the BCAFM Vancity donor fund

Coupon Program Communications

- Update and create program materials
- Manage and participate in delivery of FMNCP orientations at various locations across the province
- Manage communications include weekly online newsletters and website content and listserve
- Develop and maintain strong working relationships with key stakeholders

Coupon Program Coordination

- Coordinate distribution of coupons and program materials to FMNCP partners and farmers' markets
- Create and manage systems for online reporting of distribution and redemption of coupons
- Collect and collate program data including partner reports and evaluations
- Take meeting minutes
- Create weekly newsletter to FMNCP partners
- Create online registration for conference calls, small grants and other program activities
- Provide ongoing support for program partners, which includes site visits and regular

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communications

- Maintain and manage FMNCP stakeholder contact data

Fundraising

- Support farmers' markets and partners in their fundraising initiatives for the FMNCP, through the development of tools, mentoring and sharing resources
- Provide follow up and communications to FMNCP donor-fund donors, as well as the community partners they support

Special Projects

- Take a role in supporting BCAFM projects such as the annual conference and other initiatives and projects as assigned

The ideal candidate will have the following skills and attributes:

- At least three years of work experience in a similar position
- A high level of working knowledge of computers, databases, and software
- Programs (Microsoft Office, Cloud programs) using a Mac computer
- Strong verbal communications skills
- Experience in non-profit fundraising
- Ability to problem-solve and highly organized
- A “numbers” person
- Takes initiative with a proactive approach to office administration
- Strong interpersonal skills, a happy disposition, ability to exercise diplomacy, demonstrate a flexible attitude, maintains a positive focus, and uses discretion with confidential information
- Knowledge and interest of farmers' markets or involvement in the local food movement

Timeline and Compensation:

This is a full time position, 35 hours per week, starting ASAP. All positions, programs and projects of the BCAFM are subject to ongoing funding.

The hourly rate is \$20 to \$22 per hour dependent upon experience, and includes 2 weeks paid vacation plus an additional paid week vacation between Christmas and New Years. Hours of work will be 35 hours per week, 9 am – 4:30 pm with occasional weekend and/or evening work. The BCAFM office is located in Vancouver.

How to Apply:

- Please send a cover letter and resume in a pdf format, with your name in the title of the document on or before **Tuesday, March 27, 2018** to info@bcfarmersmarket.org with FMNCP included the subject line.
- Interviews may be conducted during the recruitment period and only candidates invited for an interview will be contacted. Thank you for your interest!

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