



JOB POSTING – Office & Market Assistant

Vancouver Farmers Markets is recruiting high energy, friendly and customer service-focused office and market assistant for our busy and vibrant Trout Lake Farmers Market and office. Our farmers markets are among the most successful in BC and are growing year after year by supporting local agriculture and acting as community-building events for our host neighbourhoods and the city at large.

Key Tasks & Responsibilities

- recruit Market Money Volunteers
- oversee & support market money volunteers
- count & enter market money & coupons
- provide administrative support to Office Coordinator & Operations Manager
- providing market information, selling market merchandise to shoppers and vendors
- facilitating the set up of the market equipment including tents, umbrellas, tables, banners and other market materials
- fundraising including membership sales, special events preparation and market promotions
- arriving promptly 1-2 hours in advance of opening and remaining until closing procedures are complete
- assisting with the management of market day volunteers and delegating appropriate work to them
- helping with traffic control, parking information and safety measures as required

Skills/Attributes Required

- are able to commit for the entire duration of this term and are reliable
- have strong sales, retail, fundraising or customer service skills
- enjoy working in a fast-paced outdoor environment (we work outside rain or shine)
- are outgoing and friendly with a great work ethic and attitude
- are team players and can work quickly and efficiently under tight time constraints
- are self-directed and responsible
- have no problem lifting up to 50lbs and standing for long periods of time
- have an interest in the following areas: agriculture, nutrition, food security, community health, community development, community economic development, rural and urban interface

Term of Contract:

- Wage: \$15.85 per hour, paid lunch break + 4% vacation pay in lieu of benefits
- 30 hours/week, July 1 - August 31
- Possible additional 9 hours/week, September 1 - October 19
- Must be available both Saturday and Monday

Note: This is a Canada Summer Grant Position - Candidates must be 15 - 30 years of age.

Please send us a cover letter explaining your interest and your resume outlining your qualifications. Résumés without cover letters will not be considered. Email resumes and cover letters to robbyn@eatlocal.org with "Office & Market Assistant" in the subject line. Please send .doc or .pdf files only. **Resumes will be accepted until noon on Monday, June 24.**

Only those applicants selected for an interview will be contacted. Thank you for your interest in the Vancouver Farmers Markets!