



wildsight
Kimberley | Cranbrook

WE'RE HIRING: KIMBERLEY FARMERS' MARKET COORDINATOR

Are you passionate about local products, are a leader, and have impeccable time management? Wildsight Kimberley Cranbrook is currently looking to fill the *Kimberley Farmers' Market Coordinator* contractor role.

This is a part-time permanent contract position, based from a home office and/or situated in our shared office space. It is based on 330 hours, mainly between June and October at ~ 10-15 hours per week. The Coordinator must be on site at all Thursday Markets and the remaining hours are flexible, to accomplish the tasks as needed.

Applications are due by 9am on February 19, 2025. Continue reading to learn more about this opportunity.

RESPONSIBILITIES:

The *Kimberley Farmers' Market Coordinator* will become part of the Wildsight Kimberley Cranbrook team as a contractor, under the direction of the Branch Manager. They will be responsible for the successful operation of the Kimberley Farmers' Market while encouraging creativity in identifying and building new opportunities within the community along with Wildsight Kimberley Cranbrook support.

1. *Operations Management* – Coordinates and oversees the operations of the market – currently operating from late June to late September.
 - Work independently and manage a team of staff and volunteers.
 - Pre-season plan, oversee event requirements and post season wrap up reporting.
 - Interface with the public and vendors, and resolve conflicts or problems that may arise.
 - Collect, control and document vending fees.
 - Manage the Nutrition Coupon Program through reimbursements, reconciliation, and weekly reporting.
 - Monitor and ensure the market's attractiveness, safety, and appeal.
 - Develop recommendations to enhance the market and promotion.
 - Model collaborative and respectful communications and relationships.

2. *Vendor Relations* – Develops and manages relationships with vendors.
 - Establish office hours to ensure timely communications.
 - Monitor vendor operations and ensure compliance to Market Rules, Interior Health Guidelines, BC Liquor Licensing, BCAFM, and other applicable guidelines.
 - Recruit vendors as needed, monitoring quality of products and presentation.
 - Orientate new vendors and offer support/communication to help ensure success.

3. *Project Management* – Responsible for planning, financials, committees, and stakeholder relationships.
 - Work with existing volunteers, recruits when necessary and provides initial training and ongoing direction.
 - Work in collaboration with staff to ensure proper advertising and promotion of the market.
 - Liaise with the Manager in development of business plans and work priorities. Inform the Board of Directors regarding project status and progress toward goals.
 - Liaise with the Manager/Treasurer in annual budget development. Monitor and control the budget, manage resources within constraints, develop long-range plans and ensure compliance with financial controls.
 - Work with subcommittees as needed (Policy, marketing, finance, vendor selection).
 - Liaise with different stakeholders (City of Kimberley, Interior Health Authority, Businesses, Chamber of Commerce, BC Farmers' Market Association, etc.)
 - Apply for applicable grants, follow accordingly and report as necessary.
 - Create annual project reports with statistics, successes/challenges, & recommendations.

4. *Development* – Providing potential growth of the market and coordinator role.

DESIRED SKILLS & QUALIFICATIONS

The ideal candidate will possess:

- Understanding of Wildsight organization mission and mandate
- Passion for local food/community sustainability, farmers' markets and a strong community connection.
- Experience running, vending, or volunteering at farmers' markets.
- Incredible self-motivation, organization, and problem solving skills.
- Excellent interpersonal and communications skills.
- A strong ability to develop team relationships with staff, contractors and volunteers.
- Proficient computer skills.
- Post-Secondary education and/or relevant experience in a related field such as Sustainable Food Systems, Business/Marketing, Event Planning, and Management.

- Experience in personnel management, budgeting, operations management, working with multiple stakeholder groups, and experience in retail and/or other customer service.

REQUIREMENTS

- First Aid/CPR certification or commitment to certify.
- Access to a computer and internet.
- Valid driver's license and access to a vehicle capable of transporting equipment.
- Availability to work every Thursday during Kimberley Farmers' Market season.
- Availability to work evenings and weekends as necessary.

This is an annual contract position for a **total of 330 hours** averaging 10-15 hrs per week between June - October, and 0-3 hrs per week between November - May. The contract rate starts at \$26 per hour. Anticipated start date is March 11. Applications are to be sent via email to kimcran@wildsight.ca by **9am on February 19 2025 to be considered.**

About [Wildsight Kimberley Cranbrook](#):

[Wildsight Kimberley/Cranbrook](#) empowers environmentally responsible citizenry and strives to support a conscious local economy. We aim to provide consistent and ongoing leadership by engaging and listening to the concerns of the community, then responding with care, insight and innovation.

Check out the Kimberley Farmers' Market [here!](#)