



New West Farmers Market

EMPLOYMENT OPPORTUNITY

New West Farmers Market Society is seeking a passionate, food-loving, community-oriented person to join our team as a Market Assistant

New West Farmers Market Society operates a mid-sized, year-round farmers market based in New Westminster, BC. The Winter Market takes place outdoors from 11am-3pm on the first and third Saturday of the month on Belmont Street in uptown New West from November to April. The Summer Market takes place in Tipperary Park from 3-7pm every Thursday from Victoria Day to Thanksgiving.

We seek a qualified individual to join our team in a supporting capacity as our Market Assistant. The ideal candidate would be:

- people-person;
- community oriented;
- takes pride in being well organized and detailed;
- ability to lift 40lbs;
- excellent customer service skills;
- able to take direction;
- works well in a team;
- comfortable assisting with administrative tasks;
- preference given to a candidate with their own vehicle and first aid certification

Amount and Type of Work:

The Market Assistant is expected to attend each Winter Market (first and third Saturday of the month from November through April) and each Summer Market (every Thursday, mid-May to early October). The Market Assistant may also be asked to help with other community events, market commitments and festivals where the New West Farmers Market has a presence or assist the Market Manager with administrative tasks on an as needed basis.

Compensation and Support:

This position is paid \$15 per hour and is based on a contract that includes the winter and summer market season, renewed annually. All work done for the market will be compensated accordingly.

NWFM Society is committed to an inclusive and supportive working culture.

The Market Assistant is directed by the Market Manager and a volunteer Board of Directors (elected annually).



Duties and Responsibilities:

Day of Market Duties: The Market Assistant is responsible for managing the set-up and take-down of the market and ensuring that the market area is kept safe and that the set-up and tear-down is completed in a timely and professional manner. The Market Assistant will work with the Market Manager to train and direct volunteers, assist vendors with their needs (including set-up and take-down if needed), and help to run the information booth during the market. The information booth duties involve answering questions from the public, taking payments and assisting the Market Manager as directed. The Market Assistant must exhibit patience and professionalism at all times when working with the public and vendors.

Communication with the Market Manager and the Board of Directors: As the NWFM has no official offices, and the Manager works part time and from home, the Market Assistant can contact the manager via phone or email. As the Board is comprised of volunteers, communication with the Board is mostly done through the Market Manager.

Other Work as Assigned: The NWFM operates a low-cost produce stand in conjunction with the Greater Vancouver Food Bank, the Market Assistant may also be asked to help run this produce stand dependent upon their availability and experience. Depending upon areas of focus for NWFM, other events and duties may arise as the Market Assistant's time allows.

How to Apply:

Send your resume along with a cover letter to info@newwestfarmers.ca before **5pm January 11th, 2019**

Preference will be given to candidates who: live in New Westminister, have an understanding and/or interest in food and food security issues, regularly shop at our or other farmers markets in the region, have experience with events, have a history in customer service, have their own vehicle, have first aid certification and consider themselves "people persons".

The anticipated start date would be February 2nd.

We apologize to those applicants who apply but are not contacted - only shortlisted applicants will be contacted for interviews.