

New West Farmers Market Society is seeking a food-loving, community-oriented candidate to join our team as our **Junior Assistant!**

***This position is ideal for someone with little to no previous working experience.***

**New West Farmers Market Society** operates a mid-sized seasonal farmers market based in New Westminster, BC. Reporting to the Market Manager, the Junior Assistant is responsible for working with the Market Manager, Assistant Manager, and Sprout Club Program Coordinator to create an amazing market experience for our vendors and our community. This position comes with a great deal of mentorship and is perfect for a university student looking to build their resume.

**The ideal candidate would be:**

- Organized and detailed;
- Able to work independently and with a team;
- Flexible and eager;
- Enthusiastic work ethic;
- Strong critical thinking skills;
- Adept with technology;
- Able to lift 25lbs;

**Summary of Position and Responsibilities:**

The Jr Assistant will work with the Market Manager, the Assistant Manager, and the Sprout Club Program Coordinator to help provide an enjoyable and safe experience for guests and vendors alike at the Market. The ideal candidate is a people-person, eager to learn, and enthusiastic to work both individually as well as with a team.

The Jr Assistant position is split between on-site and work from home. Weekly work from home responsibilities will include administrative tasks (ie. social media or updating market data) for the market itself as well as for the Sprout Club Program alongside the Sprout Club Program Coordinator.

On-site, the Jr Assistant is expected to help with tear-down, set-up, and wellness checks for vendors and volunteers. The Jr Assistant may be asked to provide support with merchandise sales, membership sales, and fundraising tasks, as well as providing assistance with running the Sprout Club Program alongside the Sprout Club Program Coordinator.

A successful candidate should be a strong critical thinker who is eager to learn and develop both independently and professionally. The Jr Assistant is responsible for having their own computer and internet access.

No working experience required, but a successful candidate will be eager to learn and enthusiastic for challenges because we are ready and willing to provide all necessary training.

The Junior Market Assistant is expected to attend all Market dates for the duration of the contract including assisting with set-up and tear-down (every Thursday 12:30-8:30PM until contract ends or up to and including November 4--whichever is first). Except for Market attendance, the Jr Assistant is expected to work from home for the majority of the week and be available for weekly meetings via video chat with the team.

**Terms of Contract:**

- Up to 16 hours a week for 23 weeks; to start ASAP
- Wage - \$15.20/hr

**How to Apply:**

Please forward a cover letter and resume, describing how your background and experiences meet the above criteria to [lily@newwestfarmers.ca](mailto:lily@newwestfarmers.ca) by **June 4th**.

**Please Note: This is a Canada Summer Jobs Grant position.**

Candidates must be between 15-30 years of age; a Canadian Citizen, permanent resident or a refugee with protection conferred under the Immigration and Refugee Protection Act; and is legally entitled to work in British Columbia.

We have expressed intent to hire someone who is from an underrepresented group or has additional barriers to the labour market such as a recent immigrant or refugee youth, youth with no previous employment history, Indigenous youth, Youth with disabilities, visible minorities and LGBTQ2 youth.

The successful candidate may be required to submit a criminal record check.

**We thank all applicants, however, only those shortlisted for interviews will be contacted.**