



JOB DESCRIPTION

PROGRAM ASSISTANT

POSITION TYPE: Temporary part-time (30 hours per week for 9 weeks) from June 3rd, 2024 until August 5th, 2024. Minimum Wage - \$17.40/hour.

PURPOSE

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, provide administrative support for the New Westminster Farmers' Market (NWFM) and the Market Manager, as well as attend the market each week (to the best of their ability) to ensure its smooth operation.

KEY DUTIES & RESPONSIBILITIES:

General Administration

- Manage the membership program and customer count data
- Assist with managing market money and cash logs
- Assist with the planning and execution of community events, workshops and programming, such as our Community Cookbook
- Support the development and curation of social media content
- Support the creation of the weekly newsletter

Market Days

- Attend weekly markets (approximately 12:30 to 8:30 pm)
- Assist with the timely and safe set-up and take-down of all market materials, (including but not limited to tents and tent weights)
- Assist with volunteer coordination, as needed
- Assist with managing the Info booth, greeting customers, processing and recording transactions
- Assist with Sprout Club, as needed
- Support community groups and entertainers as needed
- Assist with execution of coupon program, including the collection, counting and recording of coupons
- Respond to public, vendor, and volunteer inquiries and concerns in a positive manner, directing them to the Market Manager or Assistant Manager as needed

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of the New West Farmers Market.
- There may be a need to attend community festivals and events which may require work and travel outside of the regular position hours.

QUALIFICATIONS

- Ability to work outside in all weather conditions



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- Access to computer and reliable internet
- Available for entire duration of the contract
- Available to come to our office in New Westminster, as needed and work from home for some scheduled work hours as deemed ideal by all parties
- Ability to lift up to 25lbs
- Time management skills and ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Ability to effectively communicate both verbally and in writing
- Ability to utilize, adapt and embrace technologies, including Google Suite, Canva, web and social media platforms, and other database/software required by the role
- Experience and/or an interest in the local food movement, food security, and community, an asset
- Familiarity with New Westminster, an asset

How to Apply:

Please forward a cover letter and resume, describing how your background and experiences meet the above criteria to manager@newwestfarmers.ca by **May 17th**.

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.