



LE MARCHÉ ST. NORBERT
FARMERS' MARKET
Where We Make It, Bake It, and Grow It For YOU!

Le Marché St. Norbert Farmers' Market is seeking a **Market Co-Ordinator** effective immediately.

Job Description

Le Marché St. Norbert Farmers' Market is a non-profit cooperative whose mandate is to provide a market place for small producers in a cooperative environment. The market provides Winnipeg and surrounding areas with locally grown foods, farm products, and other locally made products in a direct producer to consumer marketing venue. The market offers vendor space only to local producers, and is the only farmers' market in Canada to inspect the vendors each year to confirm that they are making, baking, and growing their products themselves. To learn more about the St. Norbert Farmers Market, visit www.stnorbertfarmersmarket.ca/

The Market Coordinator is the "go-to" person for vendors, consumers, and the community during market hours, and is the St. Norbert Farmers' Market (SNFM) representative on site. The job requires personal confidence and the ability to effectively communicate with a variety of people and personalities. A successful coordinator understands both the vendors' and the consumers' needs and under the direction of the Executive Director, implements strategies to meet these needs.

This is a part time, year round position, with hours heavily weighted in the season from Victoria Day to Hallowe'en. The position includes an on-site presence at the market during all market hours, as well as off-site work during non-market hours, averaging 12 hours (winter season) per week to 24 hours (summer season) per week. The Market Coordinator must be prepared to work Saturdays and Wednesdays during the outdoor season, and bi-weekly Saturdays during the indoor season. The Co-ordinator will report to the Executive Director, who works with the Board to set all market policy.

The Market Coordinator is required to be available for cell phone contact with vendors and staff on market days, and for regular e-mail contact throughout the duration of their employment. The Coordinator must be willing and able to work outdoors in inclement weather, and have the ability to work independently as well as inter-dependently.

General Market Duties

- Coordinate all aspects of vendor activity, including: assigning vendor stalls, communicating market policies, activities, and rules to vendors, recruiting new vendors, and resolving disputes that arise.
- Be visible and accessible to vendors and customers during the market day, and respond to needs are required

- Maintain communications with the health department, and city permits offices, and ensure regulations are being adhered to.
- Liaise with market inspectors to ensure regulations are met for produced items
- Oversee and assist as required with maintenance of market grounds in a safe manner; assess grounds needs for seasonal use; Annual opening and closing
- Manage information booth
- Co-ordinate volunteers and assign tasks as necessary to volunteers and seasonal staff; Assist with developing volunteer and seasonal staff roles.
- Assure the market site is clean once the market is closed and the vendors have left for the day
- Prepare for and participate in exhibits, trade shows and other outreach events promoting the market; Assist with fundraiser events
- Other duties, as assigned by the Executive Director and approved by the Board.

The Market Coordinator is integral to the market's success. The market coordinator must be a leader who possesses a complex blend of skills that are both interpersonal and organizational. The qualities we are seeking in a Market Coordinator are:

- People person with skills in diplomacy
- Strong Organizational skills
- Dispute resolution skills; effective problem solver
- Excellent communication skills
- Ability to think creatively
- Self-motivated, and able to work independently and in cooperation with the Executive Director, seasonal staff, and volunteers
- Passionate about the community, supporting local producers, and the cooperative model.
- Experience in client and customer service is an asset.
- Experience in farmers' market management is an asset.
- Access to a vehicle and hold a Province of Manitoba drivers licence.
- Proficiency in Excel, Google Docs, and Word.

Remuneration based on experience.

To apply, email a cover letter and resume by May 22, 2017 to:

Marilyn Firth, Executive Director

marilyn@stnorbertfarmersmarket.ca

Only those selected for an interview will be contacted.