

Farmers' Market Manager Job Opportunity

Employer: Centre for Local Food Initiatives

Location: Toronto

Start date: May 5, 2014

Application Deadline: Tuesday April 8, 2014

If you are an outgoing and enthusiastic people person with a love for local food, community and farmers' markets, this may be the job for you.

The Withrow Park Farmers' Market is an upbeat outdoor neighbourhood community place featuring fresh local and sustainably grown produce, meat, dairy, and prepared foods. The market is open every Saturday 9 a.m. to 1 p.m., rain or shine, from late May to late October, and serves the wider Riverdale community. We are looking for a local food lover and farmers' market enthusiast to join our team.

Position Details

Manage all aspects of on- and off-site Market operations including:

- The opening and closing of the Market including traffic management, the positioning, set up and take down of the vendor, market info and kids crafts booths, and ensuring that the site is left in good condition at closing with no refuse left behind
- Recruiting, supervising and co-ordinating Market volunteers
- Coordinating and scheduling of musicians and community groups
- Maintaining the Market information and merchandise table
- Providing general assistance to community representatives and Market patrons, and maintaining good relations with Parks staff, vendors and public
- Ensuring that Market and Parks rules and guidelines are followed by all
- Corresponding with vendors; light accounting and bookkeeping
- Identifying market growth and promotion opportunities and promoting the market through social media, the market e-newsletter, and direct community outreach
- Attending market committee meetings and assisting with other duties as necessary and as time permits
- Community outreach and marketing experience are assets

Qualifications:

- Excellent interpersonal, written and verbal communication skills
- Experience with customer service, event planning, management and working in busy environments
- Ability to work well in a team with people from different backgrounds and with diverse personalities
- Adaptable, creative and willing to learn
- Dependable and punctual with good time management and organizational skills
- Ability to creatively and thoughtfully solve problems in a diplomatic and fair fashion
- Proficient in the use of Microsoft Office, the Internet and social media

A mobile phone with your own plan and access to a computer and Internet are required.

The on-site market manager will report to and work with the CLFI Project Coordinator. This is a part-time, seasonal position.

Duration: May 5 to November 7

Salary: \$16.50/h, 18h/week

Please direct your resume with cover letter as one document in PDF or Word format to the attention of the CLFI Market Hiring Committee, subject line "WPFM manager job", and send it to [office.clfi\[at\]gmail.com](mailto:office.clfi[at]gmail.com).

Although we would like to be able to respond to everyone, we thank all applicants and advise that only those selected for an interview will be contacted. No inquiries, please.