



Job Posting: Program Coordinator

Organizational Background: Grow Local Society

Grow Local Society (GLS) is a non-profit, volunteer driven organization. We operate Farmers Markets, Community Gardens, and food security projects in the Tri-City region. Our beginnings are rooted in a community economic development project initiated by SFU students in 1996, resulting in one of the longest running suburban Farmers Markets in the Lower Mainland.

Position Description:

The Program Coordinator position will be responsible for working collaboratively creating and implementing a youth agricultural program at the Farmers Markets, and will also assist with the planning and execution of market events.

Reports to:

Power of Produce Program Manager

Position Responsibilities:

Power Of Produce Program (POP)

- Create and implement activities for a youth agricultural program
- Attend weekly market to facilitate program on Sundays (Coquitlam) and Wednesdays (Port Moody)

Special Event Support

- Assist Market Crew with planning and implementation of events, workshops, and children's activities at market
- Assist with planning and coordination of large fundraising event
- May attend community events promoting Farmers Market

Marketing & Promotions

- Assist with content creation to write blog posts about kids/food, POP program, impacts, activities and events at market
- Promote activities in the community through various promotional methods

Key Qualifications

- Previous experience coordinating events, and/ or managing a project
- Ability to work both collaboratively within a team and independently on projects
- Exceptional attention to detail
- Excellent written and spoken communication, leadership, interpersonal and presentation skills
- Strong story-telling and creative writing skills
- Strong project management skills with ability to meet deadlines, evaluate and reprioritize work as needed
- Flexible, enthusiastic, and collaborative work ethic

We are looking for someone who:

- Enjoys working in a fast paced environment and being outside in all weather conditions
- Enjoys physical labour and getting their hands dirty
- Has strong time management skills and is detail oriented
- Has excellent interpersonal and oral communication skills
- Is self directed, reliable, responsible and flexible
- Can lift up to 10 kgs of equipment
- Ideally, but not required, holds a valid BC drivers license with a good driving record

The ideal candidate will also have the following characteristics:

- An interest and/or experience in child / youth education, food security issues, farming/ gardening
- Experience or familiar with the not-for-profit sector
- Familiarity with the Tri-Cities area an asset

Position Details:

Job Type: Part-time, seasonal May 1 – August 31, 2022 30 hours per week

Salary: \$18.00/ hr

This is a home-based position, the successful candidate must have access to computer, and reliable internet. The work schedule is flexible, there may be times when attendance is required during the day or evening.

Note: This is a Canada Summer Student Grant position – Candidates must be 15 – 30 years of age.

Please forward a cover letter and resume, describing how your background/experience meets the above criteria **by email to info@makebakegrow.com**

Please note that interviews may be conducted during the recruitment period and only candidates invited for an interview will be contacted. We are looking to fill more than one position in our organization; if you would like to be considered for any other position, please note this in your cover letter.

Deadline for Applications: March 25, 2022