

## **Market Coordinator - July 2016**

The Market Coordinator is a volunteer role reporting to the ROC's Operations & Finance Manager.

An honorarium of \$50 per worked market will be paid with the addition of a market table, free of charge, should the Coordinator also wish to be a vendor. The estimated time commitment of the Volunteer Coordinator is 8 hours per week, with the market being held biweekly on Sundays, with additional hours most likely being required in the early months as the market works to establish itself (note that our hope is to hire two Coordinators, so that once the market is established they are able to alternate weekends).

The Market Coordinator should be an enthusiastic advocate of local food, nutrition, health and wellness. Knowledge of markets or retail is preferred. Competent computer skills, particularly experience with Microsoft Word and Excel are required. The Market Coordinator must possess or be willing to obtain First Aid and CPR training (Level C/Emergency First Aid) and is subject to a Criminal Records Check and Child Abuse Registry Check. The Market Coordinator must have the ability to work independently, possess excellent interpersonal skills, and demonstrate clear and organized work habits, positive attitude and flexibility.

### **General Responsibilities:**

- Represent the ROC/PRCC in accordance with the vision of the organization, maintaining at all times, positive, inclusive relationships with all market vendors and community members and exercise positive conflict resolution.
- Exercise discretion and maintain confidentiality in accordance with ROC policy, with vendors, customers, staff and management.

### **Administrative Responsibilities:**

- Plan and organize all aspects of market, including logistics, vendor booking and verification of credentials, timelines, schedules etc.
- Prepare and submit a market report within one week of each market.
- Participate in market evaluation in partnership with the management team.

### **Marketing, Communications & Outreach:**

- Prepare information for promotional materials in partnership with the Operations & Finance Manager and Technology Coordinator.
- Assist in recruiting new vendors and volunteers.

**Operational Responsibilities:**

- Prepare and manage market site. Assist in the set up and tear down of venue.
- Complete a minimum of 2 “guest” counts per market for ongoing analysis of project.

Additional duties as assigned by the Operations & Finance Manager.

**Application Deadline: Thursday, July 28, 2016**

*Please send your expression of interest to [jobs@prospectcommunities.com](mailto:jobs@prospectcommunities.com), be sure to outline your qualifications, experience and the reasons you would like to take on this role.*