

## FARMERS' MARKET CO-ORDINATOR CONTRACT POSITION

The Township is seeking to enter into an employment contract with a focused, self-motivated individual and team player who is passionate about our local economy, local food, local producers, and farmers' markets.

This position will be based in the Town of Smithville, being the largest urban area of West Lincoln, which is located at the westerly end of the Niagara Peninsula in the Regional Municipality of Niagara, halfway between the City of Hamilton and the City of St. Catharines. With a population over 14,500, West Lincoln has a mix of a rural and urban setting in a unique local economy that blends residential, industrial, commercial and agricultural properties. West Lincoln is known as a thriving community that offers an excellent way of life, facilitates opportunities, and has a strong sense of community, which also prides itself in providing responsive and friendly customer experiences.

Reporting to the Township CAO, the Farmers' Market Co-ordinator is a new position that will be responsible of ensuring the smooth running of the new West Lincoln Farmers' Market to be located at the West Lincoln Community Centre. The position will allow the ability to work from home as well as being in attendance prior to vendor set up, during the market and until after the last vendor leaves.

This position will include performing a variety of duties such as: vendor recruitment, placement and engagement, relationship building with stakeholders, ensuring a smooth market setup and take down from open to close, issuing vendor receipts, managing vendor complaints and keeping abreast of all vendors' applications, maintaining prompt and regular communication with the vendors and attend Farmers' Market coordination meetings.

The position will require the Farmer's Market Co-ordinator to be available to work one week prior to May and one week after the market closing in October (approximately 20 weeks) and will be responsible for completing grant documents for the provincial grant.

The ideal candidate for this position will have the following:

- Excellent interpersonal, communication and leadership skills.
- Proficiency in marketing and social media marketing.
- Knowledge of budgeting and financial reporting.
- Ability to work and make decisions independently.
- High level of attention to detail and scheduled work processes.
- Able to work in all weather conditions, e.g. heat, cold, rain, sun, wind
- Exceptional organizational, time management and administrative abilities.
- Valid Class "G" Driver's License in good standing and a reliable vehicle.
- Food Handler's training through Public Health.
- Level C Basic First Aid and CPR.
- Previous experience as Farmers' Market Coordinator an asset.
- SmartServe and Market Management Certificate (through Farmer's Markets Ontario) would be considered an asset.

This is a contract position of approximately 20 weeks per year, full-time (35 hours per week) at an hourly rate of \$22/hour. The days and hours of work to be determined. A detailed job description

can be found on our website at <https://www.westlincoln.ca/en/township-office/jobs.aspx>

Interested applicants are invited to submit by email or mail (no in person submissions) a letter of application outlining their qualifications and experience, as well as a detailed resume, by no later than **Monday, June 21<sup>st</sup>, 2021 at 4:30 p.m.** to the attention of:

Joanne Scime, Clerk  
Township of West Lincoln  
318 Canborough Street, P.O. Box 400, Smithville, Ontario L0R 2A0  
Fax (905) 957-3219 Email [jscime@westlincoln.ca](mailto:jscime@westlincoln.ca) (subject line: Farmers' Market Co-ordinator)

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-957-3346. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of West Lincoln, we will endeavor to make such accommodations.