



Society Promoting Environmental Conservation
Practical solutions for sustainable cities

SPEC is hiring!

Part-time Marketplace Coordinator

Posted August 9, 2021 by SPEC.

Do you care about urban sustainability, climate action and food security? Are you a team player, a problem solver, and looking for your next challenge? Then the role of Marketplace Coordinator at SPEC, one of the oldest environmental non-profits in Canada, might be for you!

Job Title: Marketplace Coordinator

Hours per week: Minimum 12 hours/week with possible extension up to 20 hours/week.

Responsibilities will grow as the role develops and as the marketplace grows. We hope to find a person who will show leadership and find ways to improve the service and reach more people.

Pay per hour: \$20/hour

Work Location: Jewish Family Services and Little Mountain Neighbourhood House. Thursdays will be handling deliveries and packaging from farmers at JFS. Fridays are to hand out the food to participants alongside LMNH's current Food Distribution.

Summary

SPEC is looking to hire a person in the role of Marketplace Coordinator to run a virtual farmer's market at Little Mountain Neighbourhood House and Jewish Family Services using the Farm-to-Plate Marketplace platform. The program started in November 2020 at Little Mountain Neighbourhood House and has now expanded to include Jewish Family Services, each of whom run a virtual farmer's marketplace. The goal of the marketplace is to engage community members to purchase food directly from local farmers. As many people are food insecure the program uses a pay what you can model where subsidies are offered to anyone needing help and those who are able can donate to help cover these subsidies. The program currently has three staple farmers along with additional products from various suppliers.

Background

Founded in 1969, the Society Promoting Environmental Conservation (SPEC) is a non-profit charitable organization that provides practical solutions for urban sustainability. Areas of work include local food security, zero waste, renewable energy and climate action. Visit the website at www.spec.bc.ca for more information on SPEC's programs and initiatives.

SPEC

2305 West 7th Ave, Vancouver, BC, V6K 1Y4 – 604-736-7732 | admin@spec.bc.ca | www.spec.bc.ca



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What this position offers:

Exposure: You will work closely with agencies related to food. This includes interacting with local farmers, local restaurants, local grocers and other non-profit organisations that run low cost food hubs. You will have plenty of opportunities to grow your network and connect.

Impact: You will have a direct impact on the Little Mountain Neighbourhood House and Jewish Family Services food programs by helping them connect and feed those most vulnerable in the community. You will also help farmers who were hit hard by the pandemic find a new outlet to sell their food to urban consumers.

Job Responsibilities:

- Welcome and organise volunteers to help run the marketplace.
- Assist with administrative tasks such as processing payments, responding to emails and phone requests, receiving and packaging farm deliveries, helping distribute food.
- Help with deliveries of food as needed
- Participate in growth plans such as marketing, event planning, grant applications and growing our partnerships.
- Work alongside JFS and LMNH's existing Food Programs to bolster and synchronize programs.

Qualifications:

- Driver's licence and ability to use Evo and Modo
- Experience in office administration
- Strong interpersonal communication skills and friendly personality
- Experience working with google suite, zoom, and excel spreadsheets
- Experience communicating with the public on behalf of an organization, business, or brand.
- Able to represent SPEC using our tone, voice, and style guide.
- Problem solving skills and creativity to help improve internal processes.
- Comfortable working as a team as well as under minimal supervision.
- Highly adaptable and enjoys working on a wide range of tasks.
- Self-motivated, organized, and strong time-management skills.
- Keen interest in environmental issues and urban sustainability.
- Experience managing volunteers is an asset
- Experience in marketing is an asset
- Keen interest in environmental issues, urban sustainability and social justice.

An example of a working week could look like this:

- Wednesday morning place orders remotely with participating farmers (0.25 hour)

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- Thursday 10:00-6:30pm receive, package and clean up orders (8 hour)
- Friday food distribution (includes depositing money and writing cheques to farmers) 10am-1:45pm (3.75 hours)
- More hours are available for those interested and are based on interest

Diversity

As part of our dedication to diversity, equity and inclusion, SPEC is an Equal Opportunity Employer. Individuals seeking to apply to this role are considered without regards to race, ethnicity, color, age, sex, religion, national origin, ancestry, pregnancy, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, registered domestic partner status, caregiver status, or marital status.

Please forward your resume and cover letter to admin@spec.bc.ca.

We thank all applicants for their interest in this position, however only those shortlisted will be contacted.

The position's estimated start date is Sept 1, 2021 and will run until May. 1, 2021

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