

Job Ad: WFM Logistics Coordinator

The Wolfville Farmers' Market is a vibrant year-round Market with over 70 farm, artisan, and chef vendors. We are engaged in the farmers' market movement, active supporters of our vendors, have numerous partnerships with community groups, we are progressive in our programming and passionate about creating the best experience possible to reflect and nourish our community. We offer excellent mentorship for youth eager to make a difference in their community, while gaining invaluable professional development experience and a broad network of contacts and relationships.

Work Term:

- April 29, 2025 - May 13, 2026 (10 months)
- 40 hrs/week Tuesday-Saturday (100% of work must be done on site)

Wage/Hours:

- \$19/hr

Summary:

The role of the Wolfville Farmers' Market's Logistics Coordinator will be to provide logistical coordination to our:

- online service WFM2Go by working with vendors, volunteers, and customers in support of product aggregation and delivery,
- Saturday Market, by coordinating the transition of our spaces from one use to another leading weekly set-ups and tear-downs, supporting volunteers, retail sales and cash handling on Saturdays as well as vendor fee collection and market money redemption
- developing graphics, signage and some promotional content
- general operations, completing varied projects and research, as required, in support of the administrative and building needs of the cooperative.

This is an opportunity for someone who is passionate about developing local food systems. It is for someone highly organized, detail oriented, and professional; someone who can both be comfortable and enthusiastic when communicating with vendors and volunteers while also happy to roll up their sleeves for a demanding set-up, tear-down or pack day.

Responsibilities:

WFM2Go

- Responsible for leading set-ups and pack days for WFM2Go, including coordinating with volunteers and vendors

- Helping to deliver WFM2Go orders on the delivery vehicle, occasionally
- Customer Service as related to WFM2Go logistics (ex. customers changing locations, forgotten orders, or missing items)
- Creating content and scheduling social media posts
- Responsible for maintaining all Food Safety protocols

Saturday Market

- Coordinating set-up, tear-down and physical transitions for the Saturday Market
- Maintaining point-of-sale system, inventory, and sales for the Information Booth and working the Information Booth on Saturdays
- Creating content and scheduling social media posts
- Customer service as related to Saturday Vendors, includes collecting table fees, exchanging Market Money currency, and troubleshooting
- Acting as the Volunteer Lead, coordinating volunteers in setup/teardown, greeter, and zero-waste areas
- Organizing logistics for pop-up events at the Market (ex. Book Fair, Pumpkin Palooza)

General Operations

- Assisting with upkeep of our space including manual tasks like watering plants and putting out the garbage
- Planning and completing projects as directed

Qualifications and Skills Required:

- Must be able to work on your feet, lifting and moving things around for one 12-hour day each week
- Experience creating social media content
- Valid drivers license, comfortable moving a cube van within the parking lot
- Comfortable using and learning new Software
- Proficient in using Google Drive
- Able to work in a self directed manner as well as part of a team
- Able to communicate effectively and passionately to promote the Market
- Demonstrated professionalism, dependability, and attention to detail
- Demonstrated commitment to customer service
- Demonstrated communication and conflict resolution skills
- Demonstrated planning, organizational and time management skills

Skills that will be Developed

- Leadership skills in the development of a Local Food System
- Use of technology that supports local food infrastructure including use of Local Food MarketPlace (a sector specific software used to manage the online store and vendors for WFM2Go), Marketwurks (market management software used for

Saturday Market), Google Docs and Google Sheets

- Develop collaborative communication skills within a cooperative, team based organization

Physical Environment:

- Able to comfortably work in both a physically demanding and fast paced Market-Day environment as well as independently.
- Comfortable putting up tents and moving picnic tables, loading orders, etc, lifting up to 30 lbs and working on your feet for one long day.
- Able to comfortably lift up to 30 lbs (signs, boxes, picnic tables, etc) and push 200 lb booths on wheels

How to Apply:

Please provide a Cover Letter which explains why you want to be the Wolfville Farmers' Market Logistics Coordinator, as well as your Resume with References included by **April 7th**. Please merge your cover letter and resume. Please email to:

manager@wolfvillefarmersmarket.ca

Grant Requirements:

This position is dependent on us receiving a CLEAN NS grant and these grants have the following criteria. Applicants must be:

- between 15 and 30 years of age at the start of the employment;
- Have graduated from a post secondary institution
- Cannot be enrolled in school for the period of the contract
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations
- must be a Canadian citizen, permanent resident or have been granted refugee status