



Creston Valley Food Action Coalition

The ***Creston Valley Food Action Coalition*** (CVFAC) and ***Farmers' Market*** is looking for a dynamic, creative and versatile person to join our team as a **Food Action Assistant**. This opportunity is available for a high school or post-secondary student and made possible through funding provided by the Columbia Basin Trust. Job will include light physical duties, office, and organizational responsibilities. An interest in agriculture, business, community development, or education is an asset. The student will work out of the Food Action Coalition office and be supplied with a computer.

CVFAC is a network of local food producers, agricultural agencies and concerned citizens working to create awareness about how we can better feed ourselves using local resources in a sustainable, healthy, secure and environmentally sound way. The CVFAC operates a number of initiatives, including the Farmers' Market, Harvest Share, and the Farm Fresh Guide.

This is a part-time temporary position; starting date is February 6th and ending June 1st, 2012. Wage is \$10.25 an hour. Student will work 10-15 hours a week based on their availability, but Saturdays are required throughout month of May. There is a possibility of extended employment with the Farmers' Market throughout the summer and fall on Saturdays and part-time throughout the week (approximately 15-20 hours a week) at same rate.

Deadline for application is Tuesday, January 31st, 4pm

Send email (attached cover letter and resume) to Len Parkin, President of the Creston Valley Food Action Coalition via email to lenparkin@telus.net

Roles & Responsibilities

Student will support ongoing operations of Creston Valley Food Action Coalition in a number of different ways:

- Phoning, emailing, contacting organization members to update annual local Farm Fresh Guide
- Assist Farmers' Market manager with market duties such as distributing promotional materials, and registering market vendors
- Assisting with Farmers' Market set up and take down, and hosting the info booth at the market
- Updating CVFAC and Farmers' Market social media sites (blog, Facebook, Twitter)
- Compiling electronic copies of Farmers' Market radio interviews
- Student will be supervised by Farmers' Market manager for duration of contract

Skills required

- Good communication skills
- Speak and write English with a high level of proficiency
- Comfortable using a computer, particularly email and social media, and Microsoft Office suite (specifically Word & Excel)
- Able to assist with light physical duties, such as setting up tables, chairs and canopies at Farmers' Market