



Position: Harvest Share Coordinator

Duration: July 4– Nov 15

Hours & wage: 25- 40hrs hours per week,

Website: www.crestonfoodaction.ca/site/harvest-share/

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Background:

The *Creston Valley Food Action Coalition* (CVFAC) is looking for a dynamic, creative and versatile person to join our team as the **Harvest Share Coordinator**. Tasks will include physical duties, office, and organizational responsibilities. An interest in agriculture, business, community development, and education is an asset. The **Coodordinator** will work for the Creston Valley Food Action Coalition, and assist with the Creston Valley Farmers' Market (BC Farmers' Market of the year 2016), and The Dan McMurray Community Seed Bank.

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.

This is a part-time temporary position; starting date is July 4 and ending November 15. The Harvest Share Coordinator will work between 25 and 40hours a week for the duration of the term. This position can either be as an employee or on contract with CVFAC.

Deadline for application is May 31, 2017. Those selected for an interview will be contacted by June 7, and then interviews will be held starting the week of June 12, 2017. Send email (cover letter and resume with references) to David Mutch, President of the Creston Valley Food Action Coalition via email to cvfac.david@gmail.com

Roles & Responsibilities

The Harvest Share Coordinator will support ongoing operations of the Creston Valley Food Action Coalition in a number of different ways:

- 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 Harvest Shares social media sites (blog, Facebook, Twitter, Instagram)
- Assist with educational programs, tours, special events and fundraising activities
- Harvest Share Coordinator will have the opportunity to develop a project of their own that will benefit CVFAC and Harvest Share, projects and ideas and a plan should be submitted with your Cover Letter.
- Harvest Share Coordinator will be responsible for organizing all of the activities of Harvest, finding farms to pick, organizing people to assist with the harvesting, distributing the harvested products to groups in the community, tracking the amount of product harvested
- The Harvest Share Coordinator reports directly to the board of the CVFAC. Support will be provided by the 5 board members and other members of CVFAC and the community. Attend monthly board meetings and provide a monthly report to the board about the previous month, and any issues or concerns for the coming month.
- Maintain a database of volunteer harvesters, volunteer farms, and the amount of produce harvested at each pick.

Skills required

- Good communication skills
- Be self-motivated, flexible, willing to take initiative
- Speak and write English with a high level of proficiency, other languages are

a benefit.

- Be able to adjust quickly to a changing work schedule and to changes in weather, be able to work outside in all sorts of weather conditions.
- Work well individually and as part of a team environment
- Comfortable using a computer, particularly email and social media, and Microsoft Office suite (specifically Word & Excel)
- Physical duties will include but will not be limited to such things as, setting up tables, chairs and canopies at Farmers' Market, lifting boxes of fruits, moving ladders and other equipment related to the job.
- A valid Drivers Licence and a clean driving abstract to be provided with application.