

## **Kootenay and Boundary Food Producers' Co-op Coordinator**

The Kootenay and Boundary Food Producers' Co-op seeks a part time Coordinator. The position runs July-Oct, hours per week vary, \$20.00/hour. Qualifications include excellent communication & organizational skills, ability to work flexible hours, physically fit, valid driver's license & reliable vehicle. Bookkeeping experience an asset. Submit resumes to [regionalproducerscoop@gmail.com](mailto:regionalproducerscoop@gmail.com). Deadline June 12.

### ***Kootenay and Boundary Food Producers' Cooperative Coordinator Job Description (2 - 6 hours per week, July - Oct, 2015)***

#### **Responsible to:**

- Kootenay and Boundary Food Producer's Coop (KBFPC) Board of Directors, via the HR committee, and
- The region's Food Producers and purchasers through service provision

#### **Working Environment:**

Decision-making is carried out in a collaborative and consultative manner with the KBFPC Board. All activities will be carried out in an environment that promotes equality, respect, and inclusion. The Coordinator is expected to be familiar with the local food security movement and to maintain open communication and collaboration in the promotion of food security.

Place of work will vary between the Coordinator's home, KBFPC office space, and/ or the specified storage/sorting location.

#### **Hours**

The hours per week will vary from a minimum of 2 to a maximum of 6.

#### **Priority Tasks and Responsibilities:**

##### **Coordinator of Pilot Market Brokerage and Distribution Service**

All aspects of the Market Brokerage and Distribution Service to members, including:

- Calling members participating in the distribution pilot to determine available produce on a weekly basis
- Calling prospective buyers with what is available on a weekly basis
- Active recruitment of new buyers
- development and maintenance of spreadsheet to track and record deliveries, or use of purchased software
- Sorting of produce when necessary
- Advising Delivery driver of weekly stops
- Invoicing, Financial tracking
- Assistance to Board in Special Event planning

- Assistance to Board with developing guidelines for smooth operations of the Service

### **Development of other Services**

- Working with Board and committee representatives to develop guidelines and operational scenarios for services to be delivered in subsequent years.

### **Member Management**

- Respond to phone calls, emails, and any requests for information.
- Recruit new members.
- Maintain a member database.

### **Communications**

- Maintain co-operative, open and respectful relationships with members, community partners, volunteers, and the general public.
- Submit a comprehensive monthly report to the Board.
- Provide input to Board committee on publicity materials including website, and mailchimp newsletter
- Disseminate publicity materials locally including radio interviews

### **Project Evaluation**

- Compile end of season report, including overall sales, member produce volumes, buyer volumes, community partners, statistics, publicity log & lessons learned.
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