



Vancouver Farmers Markets

Operations and Development Assistant – LFS 496 Summer Term 2023

Mentor: Bree Hayden

Position Location: 1316 Grant Street, Vancouver, BC V5L 2X5

Hours: 6 months at 9 hours per week starting May 2023

Credits: 6 credits

Course Background

The Career Development Course aims to engage UBC students with their local food system and create opportunities to experience the working environment of a food sustainability focused organization. Students work alongside their mentor, food systems practitioners and faculty to increase their understanding and knowledge of food systems work, from organic agriculture to food production methods, food-focused community engagement, and business management.

Specific Duties

The Operations and Development Assistant student will work on the following tasks:

- Fundraising Tracking - Tracking weekly nutrition coupon program redemptions and reporting back to provincial stakeholders and program partners
- Reporting & Database Management - cleaning data and tracking organization memberships
- Operations Assistant - inventory management, accounts support

Learning Goals

- Stakeholder management - the student will learn to interact with and support a diverse base of stakeholders
- Non-Profit Management - the student will understand the day to day operations and needs of a growing non-profit
- CRM Management - the student will develop database management skills

Qualifications

- Must be a UBC student intending to register for LFS 496 for Summer 2023 term

- Must pass a criminal record check for working with children and vulnerable populations
- Interest in and willingness to learn about urban farming, community education and nonprofits
- Education and/or experience in gardening, farming, ecology, or related fields preferred
- Willing to work outdoors in all weather conditions
- Able to follow policies and procedures to ensure participant and staff health and safety

How to Apply

Submit a resume and cover letter to bree@eatlocal.org.

All applications should clearly refer to the “LFS 496 Career Development Course” when applying.

The cover letter should include an introduction, share why you want this position, and what you hope to gain from the position if accepted. Cover letters should be no more than 500 words.

Application deadline **March 31st, 2023**.

About Vancouver Farmers Market

Founded in 1995 as a non-profit society, Vancouver Farmers Markets (VFM) has grown to become one of Canada’s leading farmers market organizations with nine weekly markets, 470,000 shoppers per year, and annual vendor sales over \$10 million. We run farmers markets in Vancouver, BC on the unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ílwətaʔ/Selilwitulh (Tseil-Waututh) nations . We operate all year round, with seven weekly summer markets and two weekly winter markets in neighbourhoods across the city.

Learn more at <https://eatlocal.org>