



Market Coordinator (retail store coordinator)

ORGANISATION OVERVIEW

Scarborough Food Security Initiative (Feed Scarborough) is a community driven and led charity in South Scarborough focused on Food Insecurity and Poverty in the region. Born out of the 2020 pandemic, Feed Scarborough has three levels of approach to Food Insecurity. The “Urgent Need approach (We run 6 Food Banks, Mobile Soup Kitchens, Farmers Market and Covid Vaccine awareness Programmes), The “Long Term Sustainable” approach (We run business incubation programme for our clients, Culinary and Hospitality training programme for Youth, Community Gardens and training on growing sustainable food), The “Systemic” approach (We realize that we can never solve the food insecurity problem without significant policy change. Food is a Human Right in Canada, and we need our governments to uphold the commitment that Canada made over 50 years ago. Currently we serve over 7500 community members every week through our programmes.

ROLE OVERVIEW

The Market Coordinator at Feed Scarborough’s Fresh Food Market is responsible for assisting the overall management and success of the market. This role involves coordinating day-to-day operations, cultivating relationships with local farmers and vendors, and ensuring the market operates in accordance with established standards. The Market Coordinator oversees marketing efforts to promote the market within the community, engages with volunteers, manages financial aspects, and evaluates the market’s performance. The role requires effective communication, collaboration, and leadership skills to create a thriving and inclusive fresh food market that aligns with Feed Scarborough's commitment to addressing food security issues.

Position Responsibilities:

- Coordinate day-to-day operations of the Fresh Food Market, ensuring a smooth and efficient workflow.
- Collaborate with local farmers, vendors, and suppliers to secure a diverse and high-quality selection of fresh produce for the market.
- Develop and maintain positive relationships with community stakeholders, fostering a supportive and inclusive market environment.
- Implement marketing strategies to increase awareness and participation in the fresh food market, aligning with Feed Scarborough's food security mission.
- Oversee volunteer recruitment, training, and scheduling to ensure adequate support for market activities.
- Monitor and manage the market's financial aspects, including budgeting, vendor fees, and financial reporting for transparency.
- Conduct regular evaluations of market performance, analyzing data to identify areas for improvement and implementing strategies accordingly.



- Act as a liaison between Feed Scarborough and market vendors, addressing concerns, providing support, and fostering community relationships.
- Stay informed about trends in the fresh food industry, incorporating innovative ideas to enhance the market's appeal and impact.
- Handle any other tasks or special projects as assigned by the supervisor.

KEY SUCCESS FACTORS

- Strong organizational and multitasking abilities
- Effective communication and interpersonal skills
- Knowledge of local food systems and agricultural practices
- Marketing and promotional expertise
- Financial management and budgeting skills
- Community engagement and relationship-building
- Ability to enforce and uphold standards and policies
- Data analysis and evaluation skills
- Adaptability and innovative thinking
- Leadership and team management capabilities
- High school diploma or equivalent education required
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- ***This is a part of Canada Summer Jobs programme, so you will need to be between the ages of 15yrs – 30 years, and be a citizen or permanent resident or refugee claimant in Canada.***

We are excited to talk to you about the opportunity to join our team! Please Email your cover letter, resume to: hr@feedscarborough.ca - Please identify the position that you are applying for, in the subject line.

Application Deadline: As Soon As Possible

Job Types: 8 weeks, starting As Soon As Possible

Salary: \$16.55 per hour

Schedule:

- 7 hours per day (35 hours per week)
- Typically Tuesday to Saturday (12pm – 7:30pm) – Some Weekends and evenings might be required)
- **Work Location: 772 Warden Ave., Scarborough, ON, M1L 4T7**