



FARMERS MARKET & EVENTS ASSISTANT CONTRACT



The RM of East St. Paul is accepting applications for a contract that would see an organized and responsible individual take on the role of Farmers Market & Events Assistant. This one-year contract position ideally begins on May 13, 2024

The Farmers Market, enjoyed by our community and many visitors, supports and celebrates local farmers, food producers, musicians, entertainers and artisans. The Market takes place every Sunday 10:00 am – 2:00 pm, June 9, 2024 through until September 29, 2024.

Under the direction of the Recreation Services Coordinator, the Farmers Market & Events Assistant will be responsible for the logistical management of the weekly Sunday market and also working at other times to support other RM events and celebrations throughout the year. Days and hours worked associated with this contract will fluctuate. However, generally the hours worked will be Sundays from 7:45 am – 3:00 pm on market day and additional 2-4 hours per week.

The Role of the Farmers Market & Event Assistant will be to;

Support the RM's Farmer's Market by being present and exercising general supervision over all of its activities by;

- Arriving at the Market at a set time period before the market opens to the public in order to greet vendors when they arrive to set up their stalls, also assisting with market take-down,
- Collecting outstanding vendor rental payments, when required,
- Being visible and accessible to vendors and customers during the Market day,
- Prior to leaving the Market at the end of the day, ensuring the Market area is clean and meets all the requirements laid out in the market rental arrangement,
- Establishing and maintaining a line of communication with farmers and other market vendors,
- Responding to vendor needs in a timely manner,
- Troubleshooting and mediating with vendors and customers in a professional and respectful manner and or making recommendations to the Recreation Services Coordinator regarding problem resolution,
- Providing weekly reports to the Recreation Services Coordinator by 8:00 am the Monday following each Market regarding market operations, including the identification of any issues that may have arisen,
- Providing updates and recommendations to the Recreation Services Coordinator related to the Farmers Market functions and processes,
- Delegating duties to seasonal staff as required (i.e. clean up garbage, keeping the site tidy, and guide traffic),
- Attending meetings with the Municipality as required.
- Providing information and reports to the RM as required.

Assisting with RM Events by;

- Developing “work-back” schedules to ensure timely management of all event-related activities,
- Assisting with event logistics, ordering and supplies.
- Providing on-site support at events as required.

QUALIFICATIONS:

Strong interpersonal and communication skills including customer service and conflict resolution skills.

- Experience in managing/balancing cash and other financial transactions.
- Strong leadership, problem-solving and planning skills. Project Management experience and or certification considered an asset.
- Event coordination experience.
- Strong organizational abilities including the ability to meet strict deadlines while working independently, managing multiple projects, tasks and assignments.
- Volunteer management/staff supervision considered an asset.
- Social media skills considered an asset.

CREDENTIALS AND EXPERIENCE:

- Post-secondary education in Recreation Management, Events Management, Public Relations or related discipline. A combination of education and experience will be considered;
- Minimum two (2) years’ experience in events coordination/recreation coordination;
- Computer proficiency in MS Office (Word, Excel, Outlook).
- Valid Manitoba Class 5 Driver’s License and a reliable vehicle.
- Satisfactory Criminal Record Check and Child Abuse Registry Check.
- Basic First Aid/CPR considered an asset.

PHYSICAL REQUIREMENTS

- The ability to work in all weather conditions (heat, sun, rain and cold).
- The ability to lift/carry/move up to 40 pounds.

COMPENSATION

Compensation will be \$18.00/hour (to an approved maximum) plus approved mileage related to the Farmers Market or other RM events/celebrations. Invoices would be submitted monthly.

HOW TO APPLY

Email your cover letter and resume to carli.maxim@eaststpaul.com . The RM will continue to accept applications until a successful candidate is secured. However, screening could occur as early as **Monday April 8, 2024.**

Thank you to all that apply. However, only those applicants chosen for an interview will be contacted