

INDEPENDENT CONTRACTOR POSTING – Station Street Market Coordinator

Organization:	South Okanagan Chamber of Commerce
Hours of Work:	8 hours per week (with approximately 6 hours at the Market on Sundays)
Compensation:	\$25/hour
Location:	Station Street (beside Visitor Information Centre) Oliver, BC
Start Date:	Approximately the week of May 20, 2024
<u>Deadline to Apply:</u>	<u>NOON May 6th, 2024</u>

About the Independent Contractor Role: Market Coordinator

Reporting to the South Okanagan Chamber, the Market Coordinator is responsible for ensuring the smooth onsite operation of our weekly outdoor market. Responsible for all operational, administrative and communication duties before and during each morning market, the Market Manager must be knowledgeable and enthusiastic about the local food and artisan movement, be friendly and energetic, have excellent communications skills, and a keen eye for detail.

RESPONSIBILITIES

Operational Market Coordination

- Attend and manage all weekly Sunday morning markets from June 2 to September 29th.
- Oversee and aid in market set-up, arriving before the market opens and remaining until the end of tear-down and clean-up.
- Enforce vendor rules and regulations.
- Be available to answer visitors' questions and provide local directions.
- Maintain excellent relations with vendors and address and resolve any conflicts.
- Liaise with chamber and municipal officials and comply with any requirements.

Organizational Administration

- With the support of the Chamber you will plan, coordinate, and schedule events and activities throughout the season, including music, community groups, and promotions.
- Collect and organize vendor applications.
- Schedule pop-up and rotational vendors as required.
- Maintain lists of vendors, volunteers, community groups, and musicians.
- Plan and execute all administrative aspects of special events, including scheduling vendors, obtaining permits, promotion, on-site management, and fiscal reconciliation.
- Act as a scribe during Board meetings, and prepare minutes.
- Conduct other administrative duties as required.

Financial Administration

- Together with the Chamber and Board of Directors, develop a budget and track it throughout the season to ensure spending is within set amounts.
- Report to Board of Directors on key financial indicators and ongoing market progress.
- Develop and execute fundraising and sponsorship initiatives.

Marketing and Communications

- Reply to email inquiries and maintain contact with vendors and the community.
- Promote the market in the community and media.
- Execute marketing and promotional initiatives to increase business at the market.

Other duties as agreed upon.

EXPERIENCE

- Education or experience working in event coordination, community-building, communications or other related disciplines.
- Passionate and knowledgeable about artisans, support local initiatives, farmers' markets and the local food sector in BC.

KNOWLEDGE, SKILLS & CAPACITIES

- Strong time management skills and is detail-oriented.
- Excellent interpersonal and communication skills.
- Strong event planning and customer service skills.
- Enjoys working in a fast paced environment and being outside in all weather conditions.
- Enjoys physical labour and getting their hands dirty and able to lift up to 10kg.
- Self-directed, reliable, responsible, and flexible.
- Familiarity with the region and knowledgeable about the non-profit sector and awareness of policies and guidelines related to farmers' markets is an asset.

Deadline & How to Apply

- Please forward your resume and a cover letter in PDF format **on or before NOON May 6th, 2024** to **manager@sochamber.ca**
- Please note that interviews may be conducted during the recruitment period and only candidates invited for an interview will be contacted.

Station Street Market values equity and inclusion. We welcome applicants from diverse backgrounds and lived experiences to apply.