

Haney Farmers Market Society Administrator Position

The Haney Farmers Market Society is looking to hire a new administrator on an annual contract. The contract begins in January 2019 but training can be started as soon as possible. A summary of job details is below. If you are interested or have any questions please email cadek@hotmail.ca.

About the Market

The Haney Farmers Market Society (HFMS) is a non-profit organization that is funded by vendor fees, grants and fundraisers. The Society manages two farmers' markets and is supported by paid staff as well as an enthusiastic group of volunteers, representatives from the Cities of Maple Ridge and Port Coquitlam, along with an active Board of Directors who volunteer their time to create the community events. The Haney Farmer's Market takes place May-November on Saturday mornings and the Port Coquitlam market takes place June-October on Thursday afternoons.

About the Position

The HFMS is seeking an administrator with strong organization and communication skills, as well as financial literacy including being able to produce and read financial statements. Most importantly, the administrator is someone who is enthusiastic and passionate about local agriculture, entrepreneurship, and community involvement.

The administrator position is a flexible work from home position consisting primarily of coordination and organization of vendors and other community groups. Market attendance is encouraged on occasion but not required. A qualified applicant has a computer and space for file organization and storage. An ideal candidate has been to and frequently visits the Haney and/or Port Coquitlam farmers markets.

Support and Structure

The administrator is an annual contract position that supervises 2 market managers as well as other staff and volunteers. The administrator reports to and receives direction as well as support from the volunteer board of directors, and makes sure to take actions according to the society's strategic plan and guidelines.

Summary of Responsibilities

The position involves (in condensed form) primarily the following responsibilities:

Organization and Development /Vendor relations and business development

- Connect with various government and non-government organizations, and board to plan and coordinate markets.
- Keep records of market data and information.

- Work with Parks Recreation and Culture, DMRBIA and Economic Development Offices to promote the markets
- Attend monthly general meeting and report to board including producing a monthly director's report.
- Supervise market managers to make sure all required market day tasks are prepared for and completed.
- Other duties when requested by the Board

Oversee Market Activities

- Makes sure market staff follows through with work assigned and required to keep the markets running smoothly including volunteers recruitment, equipment maintenance, and advertising.
- Coordinate with market manager.
- Maintain good relations with all market vendors and volunteers
- Enforce market rules, food safety guidelines and other pertinent regulations.

Financial Management

- Maintain financial records with financial software.
- Prepare monthly financial statements for board review.
- Accept and prepare payments to vendors, suppliers, and otherwise.
- Prepare grant applications.
- Keep expenses within budget and notify board of any possible issues.
- Assist in annual budget preparations.