

## JOB POSTING

### **GOOD FOOD CLUB INITIATIVES COORDINATOR**

PART TIME, 1 POSITION AVAILABLE

### **WEST BROADWAY COMMUNITY ORGANIZATION (WBCO)**



WBCO is a not-for-profit organization working to coordinate neighbourhood renewal in our inner-city community. WBCO works with residents and stakeholders toward environmentally sustainable, social and economic revitalization of the West Broadway neighbourhood. The Good Food Club (GFC) is a program of WBCO specializing in food security.

**The GFC Initiatives Coordinator** supports the Good Food Club Coordinator, to organize and facilitate a number of initiatives: markets, farm trips, workshops, cooking classes, community dinners, seniors groups, and food-related events for the Good Food Club.

#### **Responsibilities:**

- Coordination and facilitation of summer outdoor farmers' markets (held on Wednesdays)
- Assist in coordination of Good Food Box ordering and preparation, and Winter Mini Market facilitation
- Organize logistics for and facilitate events including trips to local farm, workshops, cooking classes, and other community events
- Assist in the planning, organization, and facilitation of Community Dinners
- Organize volunteers leading up to and during events
- Create promotional materials and promote events
- Organize short evaluations, and report on program events
- Participate as a member of the WBCO staff team at staff meetings, occasional community meetings and events (ie Spring Clean Up, Snoball, AGM, etc)
- Assist with general administrative tasks such as making GFC member cards, mailing out information to community members, helping to maintain social media, etc
- Other Duties as assigned
- Some evening work required

#### **Qualifications:**

- Experience with community programs/organizing, and facilitating events
- Knowledge related to markets or retail setting, or willingness to be trained in retail setting
- Good oral and written communication skills, problem solving skills, and computer skills
- Pro-active leader, positive attitude, enjoys taking initiative, works well independently and in a team environment
- Experience working with diverse groups of people an asset
- Knowledge of food preparation techniques an asset
- Knowledge of community development and food security issues an asset
- Ability to lift vegetable bins (approximately 30-50lbs)
- Ability to work standing for long periods of time
- Ability to obtain clear Child Abuse Registry Check
- Must have valid class 5 driver's license, and be comfortable driving mini-van with passengers, and cargo

#### **Salary and hours of work:**

\$16/hour; 16 hours/week. Must be available Tuesdays, Wednesdays, some Thursdays. Some evening hours required.

#### **How to apply:**

Please submit resume and cover letter by **Wednesday, April 25<sup>th</sup>, 2018 at 4pm** to:

Ailene Deller, Good Food Club Coordinator  
West Broadway Community Organization  
545 Broadway, Winnipeg, MB R3C 0W3

Phone: 204-774-7201 Ext. 6 | Fax: 204-779-2203 | [goodfoodclub@westbroadway.mb.ca](mailto:goodfoodclub@westbroadway.mb.ca)

***Thank you to all those who apply, only those selected for an interview will be contacted.***