



Society Promoting Environmental Conservation  
*Practical solutions for sustainable cities*

## **SPEC is hiring!**

### **Part-time Marketplace Coordinator**

**Posted April 22, 2021 by SPEC.**

Do you care about urban sustainability, climate action and food security? Are you a team player, a problem solver, and looking for your next challenge? Then the role of Marketplace Coordinator at SPEC, one of the oldest environmental non-profits in Canada, might be for you!

**Job Title: Marketplace Coordinator**

**Hours per week:** 20 hours/week. Responsibilities will grow as the role develops and as the marketplace grows. We hope to find a person who will show leadership and find ways to improve the service and reach more people.

**Pay per hour:** \$20/hour

**Work Location:** Little Mountain Mountain Neighbourhood House. Thursdays will be handling deliveries and packaging from farmers and Fridays are to hand out the food to participants alongside LMNH's current Food Distribution. The rest of the work will be done remotely.

**Summary**

SPEC is looking to hire a person in the role of Marketplace Coordinator to run a virtual farmer's market at Little Mountain Neighbourhood House. In November 2020 Little Mountain piloted a virtual farmer's marketplace that ran for 16 weeks. The goal of the marketplace was to engage community members to purchase food directly from local farmers. As the pandemic hit, many people became food insecure and so subsidies were offered to anyone that needed help and those who were able were asked to donate to help cover these subsidies. The pilot was a success and we recently received a grant to help scale up the project and continue running long term.

**Background**

Founded in 1969, the Society Promoting Environmental Conservation (SPEC) is a non-profit charitable organization that provides practical solutions for urban sustainability. Areas of work include local food security, zero waste, renewable energy and climate action. Visit the website at [www.spec.bc.ca](http://www.spec.bc.ca) for more information on SPEC's programs and initiatives.

**SPEC**

2305 West 7<sup>th</sup> Ave, Vancouver, BC, V6K 1Y4 – 604-736-7732 | [admin@spec.bc.ca](mailto:admin@spec.bc.ca) | [www.spec.bc.ca](http://www.spec.bc.ca)



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### **What this position offers:**

**Exposure:** You will work closely with agencies related to food. This includes interacting with local farmers, local restaurants, local grocers and other non-profit organisations that run low cost food hubs. You will have plenty of opportunity to grow your network and connect.

**Impact:** You will have a direct impact on the Little Mountain Neighbourhood House food program in helping them connect and feed those most vulnerable in the community. You will also help farmers who were hit hard by the pandemic find a new outlet to sell their food to urban consumers.

### **Job Responsibilities:**

- Attend committee meetings: Food and Waste
- Welcome new volunteers, and organise them to help run the marketplace.
- Assist with administrative tasks such as processing payments, responding to emails and phone requests, receiving and packaging farm deliveries, helping distribute food.
- Participate in growth plans such as marketing, event planning, grant applications and growing our partnerships.
- Work alongside LMNH's Food Distribution Programmer to bolster and synchronize both programs.

### **Qualifications:**

- Experience in office administration
- Strong interpersonal communication skills and friendly personality
- Experience working with google suite, zoom, and excel spreadsheets
- Experience communicating with the public on behalf of an organization, business, or brand.
- Able to represent SPEC using our tone, voice, and style guide.
- Problem solving skills and creativity to help improve internal processes.
- Comfortable working as a team as well as under minimal supervision.
- Highly adaptable and enjoys working on a wide range of tasks.
- Self-motivated, organized, and strong time-management skills.
- Keen interest in environmental issues and urban sustainability.
- Experience managing volunteers is an asset
- Experience in marketing is an asset
- Keen interest in environmental issues, urban sustainability and social justice.

An **example** of a working week could look like this:

- Wednesday morning place orders remotely with participating farmers (0.25 hour)
- Thursday 10:30-6:30pm receive, package and clean up orders (8 hour)
- Friday food distribution (includes depositing money and writing cheques to farmers) 10am-2:00pm (4 hours)
- Communications with volunteers for stewardship and project support and customer

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- responses (2 hours)
- Misc hours as the job responsibilities grow (5.75 hours)

### **Diversity**

As part of our dedication to diversity, equity and inclusion, SPEC is an Equal Opportunity Employer. Individuals seeking to apply to this role are considered without regards to race, ethnicity, color, age, sex, religion, national origin, ancestry, pregnancy, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, registered domestic partner status, caregiver status, or marital status.

Please forward your resume and cover letter to [admin@spec.bc.ca](mailto:admin@spec.bc.ca) by May 3rd, 2021 @10am.

***We thank all applicants for their interest in this position, however only those shortlisted will be contacted.***

The position's estimated start date is May 6th with current funding available for 53 weeks.

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