

## **Call for Applications GROW-on-the-GO Market Coordinator**

**Contract Dates:** September 2, 2024 - March 31st, 2026

### **The Position**

The GROW-on-the-GO Market Coordinator is a part-time contract position (20 hours per week) based at GROW Community Food Literacy Centre in Niagara Falls, Ontario and reports to the Program Manager and Executive Directors. The primary role is to assist in the planning and delivery of the GROW-on-the-GO Mobile Market program (<https://www.growcflc.com/grow-on-the-go>). We are seeking a compassionate, energetic, and resourceful candidate to join our team, supporting our mission to address food insecurity and foster community well-being.

### **Key Job Responsibilities**

- Assist in the planning and implementation of the market program to various locations
- Coordinate the day-to-day operations of the market program
- Streamline processes and procedures, such as member registrations
- Assist with coordinating volunteer schedule
- Assist the Program Manager in marketing and outreach strategy
- Assist the Program Manager in developing relationships with community partners
- Participate in produce/food purchases, pick-ups, market preparation, and sorting
- Assist with program evaluation activities as assigned
- Assist the Program Manager and Executive Director in general program-related administrative work, and other tasks as assigned
- Role includes driving GROW-on-the-GO Market Vehicle to locations throughout the region

### **Requirements**

- Driver's license (with clean driving record) and reliable transportation
- Bachelor's degree in a related field; or the equivalent combination of education and/or years of experience
- Friendly, enthusiastic, enjoys engaging with the public, and has a positive attitude
- Ability to work effectively with diverse populations and understand the social and cultural context of program users' lives
- Ability to work within a team or independently as the situation demands
- Passionate about community food systems, social justice, and equity
- Detail oriented, organized and enjoys problem-solving
- Moderate to advanced computer skills, especially with Microsoft Office suite and Google Workplaces, and Social Media platforms
- Good written and oral communication skills
- Able to lift 40 lbs plus

### **Preferred Skills**

- Knowledge of or strong interest in food security, food literacy, or local food systems
- Outreach and marketing skills
- An ability and willingness to be flexible with tasks assigned
- Ability to speak another language

### **Hours, Benefits, & Compensation**

This is a part-time position of 20 hours per week. The wage is \$20 per hour.

### **About GROW**

GROW Community Food Literacy Centre is a charity in Niagara Falls, Ontario. Our goal is to assist and empower those with barriers to accessing and benefiting from good, healthy food. We run GROW Market, a low-cost market where low-income members can access fresh fruits and vegetables, eggs and dairy, meat, and pantry staples at very affordable prices. We also have cooking classes and outreach opportunities to teach food and kitchen skills, build community, and develop food literacy.

GROW-on-the-GO Market is a new program being initiated to bring fresh produce to low-income neighbourhoods, who may not have access to affordable, fresh foods. This program will be implemented on a rolling basis to several locations over the next year. The Market Coordinators will play a key role in implementing this program across the region.

### **To Apply**

Send a cover letter and resume to: [lindsay@growcflc.com](mailto:lindsay@growcflc.com)