



Malvern Family Resource Centre

90 Littles Road, Scarborough, ON. M1B 5E2

☎(416) 284-4184 ★ Fax 416-293-1997

Website: www.mfrc.org ★ Email: mail@mfrc.org

Farmers' Market and Food Distribution Coordinator Job Description

Position: Farmers' Market and Food Distribution Coordinator
Department: Growing Together: Food Justice Initiatives

Summary:

The position will oversee the ongoing development and operations of the Malvern Urban Farm Farmers' Market, new and existing food donation channels, and coordinate community engagement events to align with the Food Security strategy as set out by the Growing Together projects.

Project Delivery:

- Work with partners, Food Justice Projects Coordinator and Volunteer Coordinator to support the development of the farmers' market and food donation plan
- Liaise with farmers, Farmer Advisory Committee, partners, community and government representatives to design a sustainable model of operation
- Responsible for coordinating the weekly set-up/take down of the market
- Apply health and safety standards in the market as stipulated by Toronto Public Health and other regulatory bodies

Community Engagement:

- Recruits and supports volunteers to support the project in collaboration with the Volunteer Coordinator
- Attend Farmer Advisory Committee meetings comprising of community members, farming experts, partners and other stakeholders
- Support ongoing developmental opportunities in leadership and food entrepreneurship
- Conduct community consultations to integrate resident feedback into market operations and activities
- Work with the team to strengthen food network and build partnerships with local stakeholders including schools, community agencies, businesses, groceries, markets, faith institutions and others in the Malvern community
- Develop and maintain effective working relationships with partners (i.e. University of Toronto Scarborough, CEED organizations, City of Toronto divisions, etc.)
- Support community gardens' food donation activities as time and resources allow
- Provide support to the organization's food animation projects in the neighborhood (i.e COVID Equity)

Administrative Responsibilities:

- Co-ordinate schedule, space booking & permits required for programs, activities and events at market
- Support incoming and outgoing communication to networks and community contacts with department
- Ensure all initiatives are achieving and maintaining targets as set out by funders
- Write funding and other necessary reports as required by funders
- Ensure the implementation of agency policies and procedures
- Ensure all relevant documentation/records are maintained and kept in secure location
- Inform Food Justice Projects Coordinator of possible funding sources

Outreach:

- Develop an outreach plan in consultation with supervisor to conduct marketing, communication and outreach activities
- Coordinate the implementation and monitoring of the outreach plan



United Way
Greater Toronto

1321 Neilson Road, Scarborough, ON, M1B 3C2

☎416-281-1376

FAX 416-281-8898

"Strengthening Families is Our Business"

Required Skills and Qualifications

- Combination of education and experience related to urban agriculture, community development, social enterprise, retail or other relevant fields
- Experience working with farmers/ food producers, residents, government representatives, service agencies and community stakeholders
- A good understanding of inner suburban food issues and familiarity with food growing practices, regulations and policies in the City of Toronto
- Finance/business management experience is an asset
- Strong communication, interpersonal and conflict management skills
- Demonstrated ability to work independently and as a team
- Good organizational and time management skills
- Commitment to non-discrimination practices within an anti-oppression framework
- Knowledge of additional languages is an asset (Tamil, Urdu, Hindi, Tagalog or other highly spoken language in the community)
- Experience working with culturally diverse, intergenerational groups
- Valid Driver's License with access to a vehicle an asset
- Assists with other duties as assigned
- Provide us with a COVID-19 proof of vaccination for both doses and any other booster doses as required by government legislation.

Hours/Contract Length:

This is a seasonal full-time, contract position at approximately 30-37.5 hours/week from late May to August 2022 and part-time 15-20 hours per week from September and October 2022. This position requires a combination of office and outdoor work (at gardens and farm sites) and will require some travelling to different sites. Weekend and evening work required.

Rate: \$20/hour

Accountability:

Position will report to the Food Justice Projects Coordinator within the Community & Family Programs and Services team.

Closing Date: Tuesday May 17th, 2022 at 5:00pm - Please send resume and cover letter by e-mail to malvernurbanfarm@mfr.org as one document with your name appearing 'First Name Last Name – Farmers' Market and Food Distribution Coordinator as the attached file name in .doc or .pdf format. No phone calls please!

Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at aoda@mfr.org (This address is for accommodation inquiries ONLY. Resumes sent to this address will not be considered.)



United Way
Greater Toronto

1321 Neilson Road, Scarborough, ON, M1B 3C2

☎416-281-1376

FAX 416-281-8898

"Strengthening Families is Our Business"