

SEASONAL FARMER'S MARKET COORDINATOR



City of Nelson Competition #25YC52

POSITION SUMMARY:

The Farmers Market Coordinator plays a crucial role in advancing our vision of becoming the #1 municipality in Canada based on value for service by providing oversight of all Nelson Farmers Markets and special events while fostering strong relationships with vendors, community members, and all stakeholders.

The Farmers Market Coordinator will represent the Nelson Farmers Market to the vendors, consumers and the public and act as a liaison for The City of Nelson. With a keen focus on strategic coordination, the Farmers Market Coordinator role is outcome-orientated. The Farmers Market Coordinator will directly contribute to the realization of our vision and set the standard for unparalleled service and community impact.

Essential Qualifications:

- Post-Secondary education in a related field or equivalent certification relevant to Event Coordination
- 2 years recent related experience in an Event Coordinator (or similar) role
- Experience coordinating, implementing, and supervising events
- Experience with basic accounting
- Experience working in a customer-facing capacity
- Class 5 BC Driver's License
- Basic first aid certification
- Food Safe Level 1

Skills and Abilities:

- Basic accounting skills, familiarity with spreadsheets and calculation functions
- Exceptional organizational skills
- Committed to working collaboratively and proactively to ensure municipal operations are low-carbon and resilient.
- Familiarity with Microsoft Office, TEAMS and related online platforms
- Ability to work cooperatively with staff, public, and vendors
- Ability to work autonomously with minimal supervision
- Proven problem solving and prioritization skills
- Ability to respond quickly and responsibly to emergency situations
- Ability to communicate effectively with others
- Demonstrates organizational skills and attention to detail
- Ability to think creatively
- Ability to lift up to 50 pounds
- Ability to schedule and supervise support staff and volunteers

Hourly Rate: \$26.33 CUPE Youth

Days of Work: Tuesday - Saturday (varying hours based on operational needs)

Application Deadline: June 4th 2025, 4:00pm.

We look forward to hearing from you!

Interested applicants should reference #25YC52 when submitting their resume and cover letter to hr@nelson.ca

The City of Nelson is an equal opportunity employer committed to employment equity.
We encourage all qualified candidates to apply.