

Co-op Operations Coordinator; By the Bushel Community Food Co-operative

By the Bushel Community Food Co-operative is an innovative food cooperative that has an integrated membership of food producers and processors, dedicated staff and a community of eaters working towards rebuilding our relationship to land, good healthy food and community. The cooperative grew out of a community consultative process and since 2009 has been operating as a not-for-profit share cooperative. Currently, BTB offers a weekly and monthly produce basket program as well as access to other local ecologically grown products. BTB coop is in the process of consulting the community and re-developing our business plan to scale-up our operations so to increase the reach of our local, ecological and organic products in the community. We are seeking an enthusiastic, organized and self-motivated person to coordinate the day-to-day operations of the co-op and to help grow our food programs through outreach, education and member engagement.

Job Duties:

- Coordinate and grow the day-to-day operations in collaboration with the Co-op Director/Production Coordinator, including the basket and additional products program on-site as well as in conjunction with website sales.
- Work with BTB's bookkeeper to ensure fiscal accuracy and responsibility for the day-to-day operation of the coop.
- Be the "face of the organization" during basket pick-up times, store hours and at community events.
- Develop and maintain communications with co-op members, community partners and the general public via social media, newsletters and website etc.
- Respond to community and member inquiries (via phone, email, etc.) and ensure responses are given in a timely manner.
- Build relationships with co-op members, stakeholders and community partners in support of the co-ops strategic vision.
- Assist in the continued development, coordination and implementation of the sales and marketing plan, member events, and community outreach events to grow the coop.
- When needed, work with the BTB Coop board of directors and appropriate coop committees to further develop and implement the evolving business and operations of the coop.
- Coordinate and supervise volunteers and grow volunteer base.
- Assist with the supervision of summer student and other co-op staff when required.
- Organizational and administrative duties as required

Qualifications:

- Food retail experience: merchandizing, ordering, inventory, etc.
- Degree/diploma in food systems, marketing/communications, and/or equivalent relevant experience.
- Strong written and verbal communication skills.
- Confident use and experience with maintaining website and social media platforms.

- Experience planning and coordinating events as well as outreach and education programs and materials.
- Experience coordinating and supervising volunteers.
- Experience supervising other staff would be an asset.
- Understanding of the co-operative model.
- Demonstrated ability to work independently as well as within a team environment.
- Good organizational, prioritizing and on-your-feet problem solving skills required.
- Creativity and innovative thinking would be an asset.
- Knowledge of the issues within and experience with Peterborough Region's food and farming systems would be an asset.
- Enthusiastic, self-motivated, friendly.
- Passionate about sustainable food.

About the Position:

This position is a 6 month contract with a commitment of 16- 20 hours per week with occasional evening and weekend work, contract extension possible pending funding and staff evaluation. The ideal candidate will work from the BTB location as well as from their home office. The Co-op Operations Coordinator will report to the Co-op Director.

This position is being generously funded by the Ontario Trillium Foundation. The Co-op Operations Coordinator will be subject to a 3-month review period. The hourly wage for this position is \$16/hour.

To apply for this position please provide:

- A cover letter that outlines your relevant experience and education as well as your passion for sustainable food and farming systems
- Resume
- 3 References

Please send your application package to: btbcfchr@gmail.com

by Wednesday August 3, 2016 at 5 pm. Interviews to take place the following week.