



**Job offer: Project Coordinator
Solidarity Market, Food security**

Corbeille de Pain is a nonprofit organization serving the West Island community of Montreal whose mission is to promote food security through programs that provide education, build community, and increase access to nourishing food, in collaboration with community partners. The Project Coordinator should see themselves as a spokesperson for Corbeille de Pain and will ensure that our mission, vision and values are carried out.

Job summary

The primary role of the Project Coordinator will be to coordinate the Solidarity Markets that occur in more than one location in the West Island. The coordinator will work in close collaboration with farmers, market assistants, kitchen animators, volunteers, participants and other community organizations. The Solidarity Market aims to provide better access to fresh and local fruits and vegetables. The incumbent will be responsible for coordinating the market with regards to obtaining all necessary fruits, vegetables and other products, as well as providing information, insight and customer service to those who attend. The coordinator is also an important player in several collaborative food security initiatives on the West Island and participates and collaborates with other community organizations and players to promote awareness and education on food security.

Job description

1. Ensure strategic and operational planning of the markets.
2. Ensure professional and regular communication with project partners
3. Establish procedures and logistics for the realization of regular markets
4. Ensure set up, tear down and management of markets.
5. Maintain and establish effective relations with produce suppliers and partners
6. Place orders, ensure pickup or delivery and billing
7. Promote the project and the other programs offered by Corbeille de pain to the local community and to other organizations.
8. Participate in different committees that Corbeille de pain is involved in.
9. Regularly write reports for the director, the board of directors and funders.
10. Oversee staff needs for each market and work closely with other team members to ensure adequate coverage.
11. Attend meetings at the office with the Director and other employees.
12. Perform all other related tasks deemed appropriate by the director.



Knowledge and Skills

The Coordinator should demonstrate the following characteristics:

- Autonomy, initiative, dynamism, creativity;
- Good manual skills and physical capacity (lifting loads up to 35lbs);
- Interpersonal skills, active listening skills, diplomacy;
- Able to work with tight deadlines and able to manage last minute or unforeseen changes;
- Ability to lead and reinforce citizen mobilization;
- Customer service experience;
- Good knowledge of environmental issues and local agriculture;
- Bilingual, English and French
- Ability to organize, plan and work as a team;
- Knowledge of food security issues;
- Computer skills.
- Valid driver's license and access to a car is essential.

Working conditions

- Maternity replacement (9 to 12 months) with possibility of staying on as a team member afterwards.
- Up to 30 hours a week with variable schedule.
- Salary: \$20-\$24/hour
- Start date: March 2023

Applying

Please submit a cover letter and resume to info@corbeilledepain.com no later than **February 3rd, 2023**. Only selected applicants will be contacted for an interview.