



**Coordinator, York Farm Fresh Association**  
**Non-Profit**

**\*\*Work From Home Opportunity\*\***

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**York Farm Fresh Association.** is a new organization formed to promote local Farm Fresh products in York Region. York Farm Fresh will connect customers and the community to York Region grown local food, beverages and products at farms, farmers markets and farm experiences.

**Job Description:** As coordinator of the *York Farm Fresh Association*, you will work with the Board of Directors to complete tasks as required. Your role will include developing social media campaigns, creating and developing a map and brochure initiative that are supported by the Region and Municipalities. Creating promotions and educational initiatives for the members. This is a newly developed role, and we require an individual that has administrative experience, farming/ agriculture and/or food service experience and ability to work well independently. We are seeking an individual that can take initiative and develop the role further over time. This is a part-time, (6 to 12 hours a week), contract position (4 to 6 months) with the potential to extend contract.

**Responsibilities**

- Liaising with the board of directors
- Developing map/brochure for York Region Farms
- Recruiting new members by calling/emailing various farms, food service, restaurants
- Collecting/invoicing members for required membership fees
- Developing/ creating marketing campaigns
- Developing/ creating a business plan

**Required skills include:**

- 3 to 5 years Administrative experience
- Marketing/Sales experience preferred
- Proficiency in MS Office (MS Excel and MS PowerPoint) and Adobe Je3
- Excellent time management and organizational skills and the ability to prioritize work
- Strong communication skills; both verbal and written
- Ability to work with a board of directors and industry professionals
- Knowledge of agriculture and the local food industry is an asset
- Ability to work well under pressure, problem solve, make decisions
- Ability to think creatively with a vision for the future and a desire for continuous improvement
- Post- Secondary Education in Administration, Business or Agriculture preferred

Please note, this is a work from home opportunity. You must own a computer, have access to internet and a phone. You must have access to a vehicle, as you will be required to travel to board meetings, and/or run necessary errands.

**Duration of position:** 4 to 6 months

**Hours of position:** 6- 12 hours a week (hours will depend on workload)

**Hourly rate:** \$18-20 per hour, with bonus incentive if contract is completed (Wage to be discussed prior to hiring).

**How To Apply:** Applications may be submitted by e-mail no later than January 10<sup>th</sup>, 2018 quoting "York Farm Fresh Association, Coordinator Position", to: Nikki Simpson

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