

Job Title: Enrichment Activities Coordinator

Location: Remote with Local Travel

Contract Period: Immediate until End of August 2023, potential extension

Pay Rate: \$16-20/hr (independent contractor)

Hours: 10 hrs/week or more preferred. Remote position with flexible hours

Carnation Farmers Market (CFM), celebrating our 20th season, is seeking a part-time Enrichment Activities Coordinator to help expand our community-focused program offerings. Located in the scenic Tolt-MacDonald Park, we're more than a food hub—we're a nexus for arts, culture, education, and community. CFM is a well-established organization with many existing relationships in the community, and you will be provided with all the information and contact details you need to get started.

Responsibilities:

- **Curate Educational Activities:** Develop weekly activities for the Power of Produce (PoP) Kids Club. This includes sourcing supplies, creating handouts, writing instructions for staff and volunteers, and helping promote the activity through our newsletter and social media.
- **Manage Artists and Musicians:** Coordinate with musicians and guest artists about our 2023 schedule, including reminders and thank-you messages. Collaborate with CFM artist partners on weekly art activities, ensuring they are promoted effectively.
- **Materials Management:** You will be responsible for procuring art supplies and other program materials and delivering them to the Market's storage facility.
- **Program Coordination:** Collaborate with the Market Manager to schedule guest presenters who have expressed interest in offering programs such as yoga and cooking demonstrations at Market. Handle shopper inquiries regarding market programs.
- **Community Outreach:** Engage with community non-profit organizations and businesses that participate in our market. Oversee scheduling, reminders, and follow-up communication.
- **Social Media and Promotion:** Assist in creating posts to promote market activities. Come up with and/or execute concepts to be shared, with guidance from Market Manager. Observe and engage with posts and suggest improvements.

Qualifications:

- Strong organization, communication, and project management skills
- Self-starter with a positive attitude and a passion for community engagement
- Familiarity with farmers markets, local organizations, email, office software, project management software, or willingness to learn
- Access to reliable transportation

This role offers potential for advancement. Due to the remote nature of this role, you are expected to make a few initial on-site visits to familiarize yourself with market operations, and occasional visits thereafter. Our market operates every Tuesday (except July 4th) until August 29th, from 3-7pm.

To Apply: Email your resume and cover letter to Executive Director Lindsay Gilliam at lindsaycfm@gmail.com.

Join our team and help us continue to enrich our market and community!