

**Position**  
**Role Description for the Communications Coordinator**  
**Alberta Farmers' Market Association**

**General Description:** The Communications Coordinator is responsible for updating content and maintaining the Alberta Farmers' Market Association website: [www.albertamarkets.com](http://www.albertamarkets.com) and the publication of the *Market Express Newsletter* 3 times per year.

This is a one-year contract position and can be done from a home office or combined with the Leadership Training Coordinator position with additional hours and salary.

**Honorarium:** \$3000/year

**Start Date:** May 1, 2008

**Reports to:** Editorial Committee. Training will be provided.

**Newsletter:**

**Reporting to the Executive Director this person will:**

1. Work with the Editorial Committee to find writers, contribute to the newsletter and set themes for the newsletter well in advance of deadlines.
2. Follow the direction provided by the Editorial Committee.
3. Ensure that all articles are edited for spelling and grammar prior to going into the newsletter.
4. Maintain an up-to-date newsletter mailing/e-mail list.
5. Be the main contact with the publishing agency, Some Production.
6. Working with the publisher, ensure the newsletter is published on time each quarter.

**Website:**

**This person reports to the executive director and works with the website committee to complete the following:**

1. Maintain and update the AFMA website
2. Provide website statistics with the newsletter report

**Send resumes to: Alberta Farmers' Market Association**

**201, 7000 – 113 Street, Edmonton, AB T6H 5T6**

**Fax: 780-422-7755 Email: [director@albertamarkets.com](mailto:director@albertamarkets.com)**