

# **Position**

## **Leadership Training Coordinator**

### **Alberta Farmers' Market Association**

#### **General Description:**

The Leadership Training Coordinator of the Alberta Farmers' Market Association is responsible for executing the Regional Workshops, Market Manager training sessions and promotion of the Marketing Food Safely home study of the association in accordance with the strategic plan as developed by the Board of Directors of the association.

This is a contracted part-time position (15 hr/week) from May 1, 2008 – April 30, 2009. This position can be done at the J.G. O'Donoghue Bldg in Edmonton or in a home office.

This position can be combined with the Communications Coordinator position with additional hours and salary.

**Salary:** \$17,500 - \$18,500 per year

**Start Date:** May 1, 2008

**Reports to:** Executive Director of the Association. Training will be provided prior to start date.

#### **A. Responsibilities:**

1. Create and maintain a database for each training program provided by AFMA as listed:
  - Farmers' Market Management Training Modules (Levels 1-3)
  - Marketing Food Safely
  - Regional Leadership Development Workshops
2. Organize Leadership Development workshops in all 6 regions for market managers, vendor producers and sponsors including finding appropriate speakers
3. Advertise upcoming training sessions through the creation of flyers, newsletter and website announcements, and phone calls
4. Preparation of a marketing plan and integration of the Marketing Food Safely home study guide into Leadership Development workshops
5. Follow the budget of the grant requirements and prepare mid-year and year-end report
6. Accept payments for workshops and training sessions and submit payments with a detailed account to the Executive Director
7. Develop a comprehensive evaluation program.
8. Prepare trainers to offer Level 1-3 courses of the Market Management Training Program
9. Contribution of article to the quarterly newsletter *Market Express*
10. Monthly reports to the Board of Directors and an annual report at the Annual General Meeting
11. Attend AFMA Board of Directors meetings if required either by conference call or in person.

#### **B. Requirements:**

1. Post-secondary degree
2. Must have knowledge and experience in event planning, coordinating and administering
3. Must have strong verbal and written communication skills
4. Have well-developed and proficient computer skills
5. Be able to multi-task

**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)**