

JOB POSTING #CSJ-2025-54-02

INTERNAL/EXTERNAL

Urban Farm

Farm/Event Marketing Specialist

Wage: \$19.50 per hour

Part-time: 30 hours per week

**Temporary 9-week position, summer job through the Canada Summer Jobs Program,
starting May 2025**

Take Produce to Farmers' Markets and Host Events

Join the team at Archway

Come Help Us Help People

Location: Abbotsford

On Site

This position is funded through Canada Summer Jobs, which has certain requirements and encourages the hiring of youth in the following categories to apply, disabilities, Indigenous, Black, racialized youth, and youth in the 2SLGBTQI+ community.

Youth must meet the following criteria:

- Must be between the ages of 16 and 30, at the time of their start of employment at Archway.
- Must be a Canadian citizen, immigrant with permanent residency status, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada according to the relevant provincial/territorial legislation and regulations.
- NOTE: International students are not eligible for this program.

The Canada Summer Jobs program objectives are to:

- provide quality experiences for youth;
- respond to national and local priorities to improve access to the labour market for youth who face unique barriers to employment, i.e., youth who are early leavers of high school; not in employment, education or training; are underemployed; Black, and other racialized youth; youth with disabilities; Indigenous youth; 2SLGBTQ+ youth;
- provide opportunities for youth to develop and improve their skills.

Job Summary:

The Farm/Event Marketing Specialist reports to the Urban Farm Supervisor and works to ensure the programs and community farm produce is made available to the community through various sales outlets. The Farm/Event Marketing Specialist ensures that donated produce is made available and distributed to various Archway organizations who assist low-income families and individuals. This role

is responsible for overseeing Urban Farm's successful presence at Farmers' Markets and for overseeing the Farm's social media on a weekly basis. This position will engage with customers (individuals and wholesale) at Farmers' Markets, on-site sales, and via the Farm's on-line sales page. This position will assist with workshops and events at the Farm, with market harvest days, and with crop production as needed. Weekend work is required, along with some evenings.

Your Role:

Archway's Farm Marketing/Event Specialist with the Urban Farm contributes by:

- Coordinating and hosting the sales booth at the local Farmer's Market each Saturday, and at other events.
- Managing and updating produce stock, volume listings, and customer orders on the online order web page.
- Engaging with local restaurants and stores to develop sales outlets for farm produce.
- Coordinating and managing wholesale orders, ensuring prompt response and deliveries.
- Delivering produce to companies, customers, Archway programs, and community organizations.
- Planning, coordinating and hosting family-friendly events such as Seedling Sales, U-Pick Harvest Events, Seniors Tea, and workshops throughout the summer.
- Assisting with education programs for residents and school children in the Abbotsford and Mission areas.
- Representing Archway Urban Farm at community education events such as Earth Day and Berry Fest.
- Assisting with crop production and harvesting crops as needed.

This position is a great fit for someone who enjoys marketing and sales for farm produce at Farmers' Markets and other events, who has good networking and relationship building skills, enjoys conducting tours and events to educate members of the public about the Urban Farm.

Our Offer

- Wage: \$19.50 per hour.
- A part-time position at 30 hours per week, including weekends.
- Temporary for 9 weeks, starting in May 2025.
- Perks include:
 - Great in-house training opportunities.
 - Build your knowledge and experience in the field of marketing and sales, locally grown food, and conducting tours.
 - Rewarding work in a positive environment.

Getting an Interview – you will be considered if you have:

- Post-secondary education in Agriculture, Horticulture, Business Marketing, or a related field is an asset.
- Experience in marketing and sales an asset.
- Experience in the coordination of events an asset.
- Valid Class 5 BC Driver's license and clean driver's abstract.

The Job Requires you to have:

- Ability to be highly organized and self motivated in efficiently planning activities, managing time, prioritizing the workload and meeting deadlines.
- Well-developed relationship building skills to build rapport with members of the public, volunteers, suppliers, and other community partners.
- Knowledge and understanding of food safety and safe working procedures.
- Knowledge and demonstrated commitment to the connection between gardening, health, and the environment.
- Knowledge of local food security issues.
- Ability to use online sales and social media platforms.
- Ability for periods of motion including walking, repetitive tasks, lifting, and long periods of standing.
- Ability to physically lift up to 50 lbs (tent, table, crates, and tubs).
- Ability to work outdoors in all types of weather, including inclement weather.
- Willingness and flexibility to work weekends, specifically Saturdays is required.
- Access to a reliable, personal vehicle, and ability to drive to and from farmers' markets and events is needed.
- Up-to-date Tetanus vaccine is highly recommended.
- Ability to have direct, in-person contact with on-site staff and clients; adherence to health and safety protocols is required.
- Ability to work as part of a team.
- Eligibility to meet Canada Summer Jobs requirements of being between 16 to 30 years of age at the beginning of the employment period; be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada. International students are not eligible participants, including anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are not eligible.
- A satisfactory criminal records check is a condition of employment which Archway will make arrangements for the successful candidates.

Closing date is May 06, 2025.

TO APPLY

Interested applicants are to reference **Posting #CSJ-2025-54-02 in the subject line.**

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting #CSJ-2025-54-02

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to jobpostings@archway.ca with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.