



Fireweed Food Co-op: Food Security Coordinator

35 hrs/week @ \$20-22/hr – June to October 31

SUMMARY

The food security coordinator's primary responsibility is to facilitate our Veggie Van project, a mobile market serving subsidized local produce to underserved communities in Winnipeg. The primary duties include fundraising, community outreach, volunteer scheduling and communication, and operating the Veggie Van. This position will be supported by the Projects Coordinator, with an expectation that the work will be mostly self-directed following the initial training period.

Note: Due to funding limitations, the candidate will need to be 30 years of age or under at the start of the position. Must be able to drive a cargo van and lift up to 50lbs.

RESPONSIBILITIES

Planning & Logistics (20%)

- Consult with community partners on logistics (Veggie Van schedule and hours, volunteer schedule) and outreach strategies
- Recruit, schedule and coordinate Veggie Van volunteers
- Fundraising with support from FFC staff

Outreach and Communications: (25%)

- Design and distribute marketing materials (ie. posters, handbills, and social media posts)
- With support from the communications coordinator, respond to inquiries from community partners and media as required
- Create social media content for the Veggie Van project with support from FFC staff
- Survey Veggie Van participants and create an end of season report for funders

Veggie Van Operations (45%)

- Coordinate with other FFC staff to order fresh produce from local farmers each week
- Drive the Veggie Van to its designated locations across the city
- Set up the tent, tables and signage for the Veggie Van
- Provide new volunteers with a clear description of their tasks and responsibilities on-site
- Sell subsidized local produce to community members at the Veggie Van with volunteer support 1-2 full days per week: engage customers, answer questions about products and pricing, use Square to keep an accurate record of card and cash sales
- Coordinate donation of leftover food as required
- Ensure a clean and safe environment and adhere to food safety and health regulations

Other (10%)

- Support our Waste-Not Program in conjunction with market staff
- Assist with food hub warehouse activities and special events as needed
- Support grant writing for Fireweed's food security activities

SKILLS

- Strong interpersonal skills (customer service experience preferred)
- Organized and able to work independently
- Experience with safe food handling
- A genuine and demonstrated desire to contribute to food security, equitable food access and local food systems
- Preference will be given to applicants with lived experience with food insecurity or experience working with food insecure/vulnerable individuals

REQUIREMENTS

- Must be able to work for the full duration of the Veggie Van project (July-September)
- Must have a valid MB Class 5 Full Drivers License, no criminal driving charges on record, and no more than one at-fault accident over the last three years
- Must be comfortable driving a cargo van (Ford Transit 150 and similar)
- Must be able to lift objects up to 50 lbs

APPLY

To apply, please send your resume and a cover letter to projects@fireweedfoodcoop.ca before **April 21, 2025**.