



Summer Job Opportunity: Local Food Market Project Assistant

Cranbrook, BC
Full-Time, Temporary
35 hours/week
\$18.40/hour
Community Connections Society of Southeast BC (CCS)

About the Role

We are seeking a motivated and organized **Local Food Market Project Assistant** to support market research, relationship development, and coordination of food product sales between local producers and institutional buyers. This role will support the Food Innovation Centre to strengthen local food systems by connecting regional food producers with institutions such as schools, hospitals, and other organizations looking to source local products.

Key Responsibilities

- **Market Research:** Conduct research on institutional buying patterns and identify opportunities for local food products. Maintain accurate databases of producers, buyers, and product details.
- **Relationship Development:** Build, nurture, and maintain relationships with both local producers and institutional buyers. Understand their needs, preferences, and barriers to participation.
- **Producer Support:** Assist producers in developing product lists, pricing strategies, and necessary documentation for institutional sales. Monitor and update product availability, including seasonal offerings.
- **Buyer Support:** Engage with institutional buyers to collect product needs, provide updates on product availability, distribute samples, and respond to product or logistics-related inquiries.
- **Order & Logistics Coordination:** Support bulk order planning, schedule deliveries, and help resolve any issues that arise during the logistics process.
- **Communications & Administration:** Support the creation of basic marketing materials, highlight local producers, and assist with outreach messages. Help organize small events, tastings, or promotional activities.



- **Support Other Food Projects:** Assist with other CCS food initiatives such as Cranbrook Food Recovery and activities at the Cranbrook Urban Farm.
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Skills & Experience

The ideal candidate will have:

- **Adaptability:** Adjust goals and work plans in response to change while maintaining focus and overcoming setbacks.
 - **Collaboration:** Work effectively with team members and external partners to achieve mutual objectives.
 - **Communication:** Develop strong interpersonal and professional communication skills through interactions with producers, buyers, and team members.
 - **Creativity and Innovation:** Contribute to idea development and explore new methods to support product marketing and sales.
 - **Digital Skills:** Use digital tools to manage information, communicate updates, and support outreach.
 - **Numeracy:** Interpret and use numerical information for pricing, data tracking, and reporting.
 - **Problem-Solving:** Identify challenges, propose practical solutions, and implement effective decisions.
 - **Technical Skills:** Build capability in practical processes related to food product coordination and sales support.
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Eligibility

To apply for this position, you **must meet the following criteria:**

- Be **between the ages of 15 and 30** at the start of the job
 - Be a **Canadian citizen, permanent resident, or person with refugee protection**
 - Be legally entitled to work in Canada with a valid Social Insurance Number
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Community Connections
Community Connections Society of Southeast BC

"Linking People, Communities and Services"

How to Apply

Please send your **resume and a brief cover letter** telling us why you're interested in this role to:

 officemanager@ccssebc.com

 **Application Deadline:** Applications will be reviewed on a rolling basis as they are received and until the position is filled.