

Fruit Share Coordinator – Contract Position

Program Background

Fruit Share is a volunteer organization dedicated to picking, sharing and enjoying fresh fruit throughout Winnipeg. We connect fruit owners with volunteer fruit pickers who share the fruit three ways - 1/3 to the homeowner, 1/3 to the volunteers and 1/3 to food charities throughout the city.

Fruit Share is seeking an experienced, full time contract Coordinator from June 2011 to November 2011 to take the lead in promoting, coordinating, planning and administering all aspects of the project as it expands.

Are you a Fruit Share Coordinator?

Fruit Share is looking for a self-directed, high energy organizer and communicator with the ability to motivate and lead others while also planning, recording and administering daily operational tasks. A passion for rescuing local fruit and building community are extremely important to this position.

Responsibilities: Principal activities include:

- ***Planning and coordinating*** key events (fruit preserving workshops, team leader training sessions, volunteer appreciation event)
- ***Promoting and publicizing*** the program to media, the general public, fruit owners and volunteers
- ***Administering daily operations*** including scheduling picks, record keeping, basic bookkeeping, blogging, responding to inquiries, attending meetings and managing all logistics
- ***Communicating and networking*** with all media, stakeholders, volunteers, charities, fruit owners
- ***Evaluating and preparing reports*** on strategies and best practices for the future

Experience /Qualifications Required: Must be self-motivated with experience and education related to community program development. Key qualifications include:

- Exceptional planning and coordination skills
- Proven communication and interpersonal skills
- Experience motivating, leading and networking with a diverse group of volunteers
- Ability to work independently with minimal supervision
- Project management and event management experience
- Familiarity with local fruit, Winnipeg neighbourhoods and stakeholders an asset
- Experience using social media, Google docs, spreadsheets and Microsoft Office
- Willingness to work evening and weekend hours, as required
- Must be able to travel and transport equipment throughout the city

Most importantly we're looking for someone with a positive attitude and a deep interest and commitment to the concept of Fruit Share.

If you believe you have the qualifications, experience, passion and motivation to succeed as our Fruit Share Coordinator, please submit a cover letter and résumé including your salary expectations via email by June 10, 2011 to info@fruitshare.ca.

Make your submission count! Show us that you have the winning attitude, enthusiasm, experience, creativity and commitment to making the expansion of Fruit Share an epic success!

Contract amount will be based on qualifications and exact timing of contract. Only applicants considered for an interview will be contacted.

