

2016 Fruit Share Coordinator – Contract Position



Program Background

Fruit Share is a volunteer driven program dedicated to rescuing surplus fruit. Our program connects fruit owners with people interested in picking fruit. Harvested fruit is shared equally between fruit owners, volunteer pickers and community organizations.

We are seeking a Contract Coordinator to promote, coordinate and administer the program during the 2016 harvest season (June 1, 2016 to October 31, 2016).

Are you a Fruit Share Coordinator?

We're 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. Strong computer skills and communication are critical to this position as is a passion for rescuing local fruit and building community.

Responsibilities:

- ***Engaging and supporting fruit owners, pickers and volunteer board members to*** meet 2016 targets
- ***Administering daily operations*** including implementing and assisting users with the new Fruit Share App, coordinating group harvests, keeping records, managing the website and social media accounts, responding to inquiries, evaluating systems and writing reports as needed
- ***Communicating and networking*** with media, stakeholders, pickers, charities, fruit owners, funders, Board members and other interested parties to promote Fruit Share
- ***Support Volunteer Board*** in planning and executing fundraising and promotional events and activities (eg. Pie and Cider Sale, Fruit Share App Launch)
- ***Tracking, Recording and Writing Final Reports*** regarding harvest statistics, media, event participation, stories and photos

Experience /Qualifications Required: Must be a self-motivated contractor with experience, interest, aptitude and ability to set up and run the Fruit Share office in own home for the season. Key qualifications:

- Proven communication and customer service skills via social media and phone
- Ability to stay calm and problem solve during the fluctuating needs of the time sensitive harvest season
- Proven ability to learn and support others with computer software and applications
- Experience motivating, communicating with and networking with a diverse group of people
- Ability to work independently with minimal supervision
- Experience with social media, WordPress and ability to easily pick up new computer systems
- Ability to manage workload throughout the contract. This is not a 9 to 5 job, 5 day/week job. There are busy times and slow times, it is up to the Contractor to manage hours which will include some evenings and weekends. Hours will vary from week to week with the busiest time being end of August, September and early October. Several weeks may be full time hours while most are part time hours.

Must have a positive attitude and a commitment to the concept of Fruit Share. This contract is for \$7,000.

Send us an email and resume that shows us that you have the winning attitude, enthusiasm and experience to make the 2016 harvest an epic success! Email info@fruitshare.ca by April 15, 2015.

Fruit Share is a program of the Manitoba Association of Home Economists. For more information visit

www.FruitShare.ca