

NADA.

Job Title: Community & Events Coordinator

Position Type: Full or Part-time (25 - 40 hours/week)

Start Date: May 2019

Passionate about the zero waste movement, food systems, and community building? Want to have a real impact through your work? Love chatting with people and sharing your knowledge of sustainable living? Enjoy bringing values-aligned people together for events & workshops? Nada is looking for a sustainability superstar to join our team! This is a full or part-time position in event management with a focus on community engagement, outreach, and digital media to support Nada's work as a community hub for all things zero waste, climate action, and support of a more just food system.

About Us

We're not your average grocery store! Nada is a package-free grocer on a mission to cultivate a better world by inspiring people to change the way they shop for groceries. We envision an unpackaged future: a lighter world that values a food system free of excess and waste to support the health of both people and planet. Tackling the largest problems in the food system today, Nada offers 100% package-free groceries. We ask our customers to #BYOC (bring your own container) to reduce packaging waste and encourage them to buy only what they need. We deliver the next step to a healthier food system, from sourcing organic veggies from urban farms to making sure that surplus food ends up in the hands of those who need it the most. We're all about community and are supporting Vancouver's Greenest City 2020 Action Plan, Healthy City Strategy, and Vancouver Food Strategy goals. Welcome to the food system revolution!

About the Position

This role covers a broad set of responsibilities related to developing a new grocery store business model that aims to reduce the impact of our current food system on the environment, including offering package-free foods and working with suppliers to reduce unnecessary waste (including food, packaging, and energy) across the supply chain. The primary focus is to create events & workshops (in-store and external), market said events, and document associated processes and workflows. The selected candidate will also engage in various business development activities including marketing, community building, and administrative tasks that help push our zero waste mandate.

This position can be part or full-time (25 - 40 hours per week), with flexible and remote working options. Candidate must be Vancouver-based and on-site for all events; however, the behind-the-scenes work can be done remotely or in-office, upon mutual agreement. Working directly with senior management, you will play a key role in shaping the growth path of an innovative local food business and you will have a unique opportunity to get your hands dirty and gain a wealth of experience in community building, workshop production & facilitation, team leadership, and digital media.

Working at Nada is an opportunity to be immersed in a dynamic and entrepreneurial environment and to learn from other social entrepreneurs, industry mentors, and peers. The successful candidate must be passionate about local food systems and social entrepreneurship and keen to make an impact in this space.

Scope of Work

Key areas of focus will include:

- Community building: developing and maintaining relationships with various community partners (e.g. non-profit organizations, social enterprises, schools, municipal governments, etc.) that share our philosophy of social and environmental responsibility to generate awareness and participation in the zero waste movement
- Developing and delivering workshop content that focuses on topics around sustainability, zero waste, and climate issues
- Planning, promoting, producing, and executing zero waste in-store and external community events, festivals, and film screenings
- Exercising leadership skills through managing volunteers and team members at events
- Maintaining the Nada online community & growing our customer base through community outreach
- Create online marketing materials for events (social media content & blog posts as liaised with the marketing team)
- Managing our 1% for the Planet partnerships & donation strategy
- Documenting all processes & workflows
- Administration; day-to-day tasks as required; this might include database entry, social media marketing, editing, creating digital media, etc.

Desired Qualifications & Skills

- Self-driven and motivated to take initiative, solve problems and make improvements; team-player with excellent interpersonal skills
- Exceptional customer service and people skills; demonstrated ability to engage and wow suppliers, customers, and community partners, with an understanding of the importance of going above and beyond to make our community happy

- Demonstrated experience in event production & community building; proven ability to meet deadlines and deliver results under tight deadlines
- Excellent verbal and written communication skills, including detailed report writing
- Demonstrated interest and knowledge of environmental & sustainability issues
- Passionate and curious about zero waste concepts, business models and lifestyles
- Ability to work a flexible schedule including nights and weekends, as required
- Must have a valid driver's licence & be able to comfortably lift 25-50 lbs
- Experience in content creation, copywriting & social media production is strongly preferred

Salary & Compensation

This is a full or part-time position for 25 - 40 hours per week, with possibility of commission on workshops and ability to grow in both scope and responsibility. We are looking for candidate who is looking for a company to grow with and to support this rapid growth.

\$16-21/hour based on experience, plus 20% discount on all groceries, with flexible scheduling, and various health and wellness benefits after six months of full-time work. These include an active transportation subsidy, wellness stipend, and health & dental stipend in addition to flex time for wellness days and volunteering.

Training Plan

- Onboarding program with monthly check-ins and performance reviews
- Introduction to Nada's Employee Manual, Health & Safety policies, Be a Hero (Anti-Harassment) policies, and Mental Health Guide
- Training in project management tools including Asana, Google Drive, Trello, and Slack

Additional professional development opportunities include:

- Opportunity to work in a thriving start-up ecosystem with associated peer and mentor network
- Opportunity to participate in workshops, events, conferences, training programs, etc. as required
- Guidance in best business practices including B-Corporation and 1% for the Planet initiatives
- Networking with changemakers in Vancouver's food and sustainability sector
- Dynamic work environment including healthy snacks, samples, showers, bike room, etc.

Limitations

Applicants must be a Canadian citizen, permanent resident or person on whom refugee status has been confirmed, and legally entitled to work in Canada.

How to Apply

Please send a resume and one-page cover letter to hello@nadagrocery.com with 'Hello! I'm your future Community & Event Coordinator' in the subject line. Please include the craziest thing you've done in the name of sustainability or zero waste! If applicable, please also include event/workshop links/content and/or social media channels you have managed or created. Deadline for submissions is Wednesday, May 15th at 5 pm PST. Applications will be assessed on a rolling basis; only those invited for an interview will be contacted by Friday, May 17th.

Nada is committed to employment equity and inclusion and diversity within our community. We welcome and encourage applications from Aboriginal peoples, visible minorities, all religions and ethnicities, persons with disabilities, LGBTQ persons, and all others who may contribute to the further diversification of ideas. If you require special accommodations at any stage of the recruitment process, please indicate this in your cover letter. It is the responsibility of every employee to contribute to a positive work environment through cooperative and professional interactions with co-workers, customers, and suppliers.