

Project Lead – Community Food & Artisan Market (Immigrant Entrepreneur Focus)

Role Overview

We are seeking a Project Lead to plan, launch, and operate a small community food market designed to support *immigrant and newcomer entrepreneurs*. This market serves as a low-barrier entry point for individuals to test food business ideas, gain experience, and build connections in a supportive environment. You will oversee day-to-day operations while fostering an inclusive, culturally welcoming space that prioritizes **learning, accessibility, and community growth**.

Key Responsibilities

Market Operations

- * Work with Board subcommittee and Executive Director to design and develop the market
- * Plan and execute market days, including setup, vendor layout, and teardown
- * Coordinate permits, insurance, and compliance with local health and safety regulations
- * Develop simple, clear processes that are accessible to first-time vendors

Vendor Recruitment & Support

- * Conduct outreach to immigrant and newcomer communities
- * Recruit vendors who may be early-stage or first-time entrepreneurs
- * Guide vendors through onboarding, including applications, pricing, and expectations

Community Building & Inclusion

- * Create a welcoming, culturally inclusive environment for vendors and visitors
- * Collaborate with local community organizations, cultural groups, and partner agencies
- * Gather feedback from vendors and visitors to improve the market

Required Skills & Qualifications

- * Experience in community-based work, event coordination, or project management
- * Strong interpersonal skills with the ability to work across cultures and backgrounds
- * Ability to communicate clearly and simply, especially with first-time entrepreneurs
- * Highly organized with strong problem-solving skills in dynamic environments
- * Must be a resident of Cochrane

Work Conditions

- * Twelve-month, part-time contract (April 2026 - March 2027): \$26.50/hr; working 30 hr/wk with a minimum of 3 days at the CISC Community Hub
- * Requires availability on market days (likely weekends)

How to Apply

Please submit a resume or summary of experience to **admin@ciscochrane.com**. Include a short statement (1–2 paragraphs) on why this work interests you. You may choose to provide these by phone or video. Closing date: April 10, 2026