



Connecting our urban communities with Victoria's famers.
No wholesalers. No big business.
Just real food direct from the people who produce it.

POSITION DESCRIPTION

Job title:	Administration Coordinator
Position details:	Permanent part-time, 5 days/30 hours per week
Salary:	\$43,680 / \$28.00 per hour (plus Superannuation)
Reporting to:	Managing Director
Direct Reports:	Nil
Primary Location:	2 Wingrove St Alphington

ABOUT US

The vision of Melbourne Farmers Markets (MFM) is “connecting urban communities with Victorian farmers.” Our social purpose is to support communities at both ends of the shortest possible food supply chain, and to facilitate direct personal, financial and educational exchanges between regional and urban Victorians.

Following the last couple of years of disruption, MFM is focussed on recovery and consolidation. We currently manage four weekly weekend accredited farmers markets - Coburg, Abbotsford, Carlton and Alphington, plus one weekday market during semester at Melbourne University. At our Alphington Community Food Hub base, a number of new business projects including our Depot, Kitchen and other key partnerships are active on site.

PURPOSE OF POSITION

The Administration Coordinator will work across the entire MFM business, fulfilling both scheduled and ad-hoc administrative tasks, including:

- First point of contact for public and stallholder enquiries (phone and email)
- System administration, particularly SharePoint and cloud-based IT functions
- Collation and distribution of market reports
- Financial reconciliation of market activities, grant funding and projects
- Assisting with staff co-ordination and rosters
- Data entry, data cleansing and database management, including administering the MFM booking software
- General office support

This role will have touchpoints throughout the entire MFM business, including:

- MFM finance, stallholder coordination and operations for market days
- Marketing activities in consultation with the Communications Manager
- Co-working spaces and general business in consultation with Operations Manager
- MFM Kitchen and hospitality clients, MFM Depot clients and outdoor growing spaces

In the coming months, MFM will be further investing into the site, expanding our distribution centre and establishing short supply chain food loops. MFM will also be activating plans for onsite events with a particular focus on outdoor dining.

A particular focus is expanding on existing initiatives to engage with diverse communities such as indigenous groups (Outback Academy Australia) migrant women (Sisterworks), young people (STREAT) and vulnerable Victorians through our social enterprise foundation partnership in Moving Feast. Within all of these elements of MFM business, the Administration Coordinator will play an important role.



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KEY SKILLS

- Excellent interpersonal, written and telephone communication skills.
- High level of computer and cloud literacy, particularly at an Administrator Level for SharePoint, Microsoft Office and associated programs.
- Systems development and process evolution using third party applications.
- Outstanding organisational skills that will thrive and come to the fore in a fast-paced office environment.
- Developing and/or building new systems for streamlining business processes
- Excellent attention to detail coupled with an ability to problem solve and multi-task.
- Strong interest in local food systems and building community resilience.

PREFERRED EXPERIENCE / PERSONAL ATTRIBUTES

- Multi-tasker and organisational wizard.
- Minimum 5 years in an Office Administration environment, event sales or office administration role
- Workplace experience in hospitality, social enterprise, local food systems, community sector
- Empathy for Victorian farmers, food producers and small business
- Experience with online booking systems

This position description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

MFM is an inclusive workplace and welcomes applications from everyone.