

## Fair Trade Coffee Marketing Coordinator



Maritimes-Guatemala  
Breaking the Silence Network (BTS)

**Positions:** 2 x Fair Trade Coffee Marketing Coordinators (8-week contract)

**Contract Dates:** July–August 2026

**Location:** Based in Halifax (required to work Saturday mornings at the Halifax Forum Farmer's Market; remote work for 4 days). Occasional travel to the Meander River Market.

**Remuneration:** \$20/hr, 35 hrs per week.

**Required:** Valid driver's license and access to a car.

**Candidate Eligibility:** Candidates must be a Canadian citizen, permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas are not eligible); are legally entitled to work in Canada; will be between 15 and 30 years of age at the start of employment.

**Application deadline:** Midnight on Friday, June 5, 2026

### Organizational Background:

The Maritimes-Guatemala Breaking the Silence Network (BTS) was established over 35 years ago in response to the genocide and mass displacement of communities during Guatemala's internal armed conflict. Today, BTS is a vibrant solidarity network of more than 300 volunteer members across the Maritimes. BTS supports Guatemalan human rights and community development organizations working toward social, economic, environmental, and cultural justice. The network is grounded in a commitment to global solidarity, recognizing the deep interconnectedness between the Global North and Global South, and the responsibility of Canadians to engage in advocacy, education, and action for justice.

### Position Description:

The Fair Trade Coffee Marketing Coordinator will play a key role in supporting BTS in promoting its Fair Trade coffee initiative. The successful candidate will work closely with BTS members in Halifax to assist with the weekly coffee sales and raise awareness about Fair Trade principles. Under the supervision of BTS staff and with support from Just Us! Coffee Roasters, the coordinator will develop and share engaging written and visual content to promote BTS coffee and its broader mission. The ideal candidate will be highly organized, dependable, and experienced in handling cash and food products. A strong interest in social justice, Fair Trade, anti-oppressive partnerships, and the work of BTS is essential.

### Key Activities for this Position Include:

- Weekly co-management of the BTS Coffee Kiosk at the Halifax Forum Farmers' Market on Saturday mornings (7:30 am to 1:30pm). This includes setting up and tearing down the kiosk coffee equipment and supplies and serving the public from 8:00am–1:00pm.
- Promoting the purchase and use of BTS coffee through visual and written content for brochures, information packages, social media, newsletters, and blog platforms.
- Conducting research to learn about fair trade, Small Producers Partnership (SPP), the Highlands Committee of Small Farmers (CCDA), and current events in Guatemala.
- Participating in regular meetings with BTS staff and supervisors.
- Conducting administrative tasks including notetaking, file organization, progress tracking, ordering and maintaining inventory, and the use of excel.

**Qualifications of Ideal Candidate:**

- Experience transforming research into communications tools, including blogs, graphics, videos, webinars, presentations, etc.
- Experience using graphic design applications
- Interested in, and demonstrated commitment to, anti-oppression, community organizing, social justice, and solidarity work
- Works well in collaborative processes
- Possesses the organizational skills to work independently
- Highly reliable
- Possesses high cross-cultural awareness and strong interpersonal communication skills
- Experience handling food and providing customer service
- Experience handling money
- Holds a valid driver's license and has access to a car
- Will be considered assets: Knowledge of Guatemalan history and socio-political context. An understanding of fair trade, Small Producers Partnerships (SPP), and JustUs!'s approach to Fair Trade.

**Application Process:**

All interested candidates should send their applications to the email listed below and include in the subject line "Fair Trade Coffee Marketing Coordinator". Please attach a recent CV and a cover letter outlining your suitability for this position and why you are interested in working with the Maritimes-Guatemala Breaking the Silence Network. Application deadline is midnight on **June 5, 2026**.

**Email:** [btsmaritimescoordinator@gmail.com](mailto:btsmaritimescoordinator@gmail.com)

**Interviews:** will be held in June

We appreciate your interest in joining our team and look forward to receiving your application. Please note that only shortlisted candidates will be contacted.

**Organizational Commitment to Equity:**

BTS acknowledges that systemic barriers disproportionately target and affect marginalized communities. We are committed to challenging these systemic inequalities and encourage applications from individuals that represent the full diversity of communities in terms of ability, age, class, gender, race, and sexual orientation. Furthermore, we recognize, and value lived experience as a legitimate attestation of skills and abilities.