



March 9, 2020

Internal/External Job Posting – #CD09-20-01

**URBAN AGRICULTURE PROGRAMMER**

**PART-TIME CONTRACT POSITION**

The Renfrew Collingwood Food Security Institute is based out of Collingwood Neighbourhood House. With our many partner organizations and volunteers, we strive to promote intercultural learning and leadership around sustainable growing, community building, diverse food traditions, and healthy eating in the Renfrew-Collingwood neighbourhood. We believe that food is a human right, and that the “right to food” means much more than meeting basic nutritional requirements. We help bring neighbours together to find solutions to issues like hunger and isolation in our community.

**JOB OVERVIEW**

The Urban Agriculture Programmer is responsible for the operations of our urban growing spaces and garden-based programming. This involves supporting community garden animators and volunteers to grow and maintain gardens, providing educational support and content, and supporting the leadership and development of our participants. This position will be supported by a summer student (funding dependent).

**RESPONSIBILITIES**

Programmer’s responsibilities include, and are not limited to:

**Programming (35%)**

- Plan, organize and facilitate community-led programming in 3 urban food growing spaces: The Norquay Food Forest (permaculture garden), The CNH Rooftop Garden, and the Cheyenne Community Garden
- Coordinate physical upgrades, production & maintenance to the above food growing spaces (purchasing supplies & equipment, mobilizing volunteers for maintenance, watering etc.)
- Ensure programs are facilitated in an inclusive, accessible, and safe manner for all participants

**Planning and Admin (35%)**

- Collaborate with Food Security Staff to ensure project outcomes and objectives are being met
- Develop and monitor work plan with supervisor, adhering to project timelines
- Maintain up-to-date records of program statistics and spending
- Support evaluation of program outcomes and reporting

**Volunteer Engagement and management (20%)**

- Support and provide mentorship to Community Food Forest Animators to develop and implement programming to our gardens
- Build and maintain garden volunteer team via outreach and ongoing communication
- Increase participation in weekly rooftop garden sessions through outreach and relationship-building

**Partnership development (10%)**

- Strengthen and build partnerships with other community organizations
- Collaborate with Community Development Team on community celebrations and events (Collingwood Days, Food Forest Solstice Party, Community Garden events)

## **QUALIFICATIONS**

- Experience in urban food and native plant growing and environmental stewardship
- Passion for food justice and food security issues
- Strong interpersonal and communication skills
- Ability to work independently
- Experience facilitating community programs and leading groups of community members/volunteers
- Strong organizational skills, able to keep projects within budget and timelines
- Demonstrated ability to manage multiple projects independently and collaboratively
- Knowledge of the Renfrew Collingwood community, resources and networks
- Ability to work flexible hours
- Creative and flexible approach to work
- Satisfactory Criminal Record Search
- Problem-solving skills – able to adapt to changes through project implementation
- Attitudes and values in keeping with the inclusionary goals and philosophy of the Renfrew Collingwood Food Security Institute and Collingwood Neighbourhood House

## **ASSETS**

- Experience working from an anti-oppression framework
- Valid BC drivers licence & access to a vehicle
- Resident of the Renfrew-Collingwood neighbourhood

## **WAGES AND BENEFITS**

Wages: 15 hrs/wk at \$25.73/hour

Schedule: April 20th – Aug 31<sup>st</sup> *at minimum\** ; weekly schedule is flexible.

*\*Possibility of extension and/or expansion of hours, based on incoming funding.*

Location: Flexible, work in gardens, from home or Collingwood Neighbourhood House

## **APPLICATION PROCESS**

Applicants must be legally entitled to work in Canada, with priority given to Canadian Citizens and permanent residents. If you are not currently authorized to work in Canada, the employer will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local and internal applicants.

Equality of opportunity and diversity of our company is important to us. We do not discriminate on the basis of race, religion, color, ethnicity, gender, sexual orientation, age, marital status, veteran status or disability.

**Please submit resume and cover letter to:**

**Mik Turje**

Food Security Coordinator

Collingwood Neighbourhood House

5288 Joyce Street Vancouver, BC V5R 6C9

[foodsecurity@cnh.bc.ca](mailto:foodsecurity@cnh.bc.ca) | Fax No. 604-451-1191

**Please quote reference #CD09-20-01**

**Closing date: March 30, 2020**