Posting Reference Number # 2025-5410-01 (please refer to this number when applying)

RATE: **$28.60** per hour

Hours of Work: Full-time – **40** hours per week (Tues-Sat), Temporary to cover Leave

Location: **Loutet Farm and NSNH Office**

Effective: **Immediately until September 6, 2025**

Please note: This is a temporary position until staff member returns from leave.

Nature and Scope of Work

This is program planning work in the areas of the Edible Garden Project, farm education for local schools, youth and adults, and collaboration with North Shore Neighbourhood House Coordinators for cross programming around all programs offered at North Shore Neighbourhood House. This involves the planning, scheduling, coordination and implementation and evaluation of programs and services at or through North Shore Neighbourhood House. The work involve responsibility for the development and effective operation of a variety of programs and may involve the supervision of summer students and volunteers engaged in program delivery and instructional tasks. The work is performed according to established guidelines however considerable independence of judgement and actions exercised in developing and implementing programs and services. Unusual problems and policy matters are referred to a superior who reviews work performance in terms of the effectiveness of services rendered and the achievement of desired results.

Illustrative Examples of Work

- Design/compile and communicate garden program activities and resources to teachers, volunteers and parents
- Research and attend outreach events to promote EGP's programs and activities while connecting with community members
- Collaborate on the design of specific marketing materials
- Promote program activities internally and externally
- Social media management
- Develop and maintain ongoing relationships with public schools, postsecondary institutions and the community to promote education experiences on the farm.

- Advocate and collaborate with other organizational partners (such as Farm to School BC) to develop policies and opportunities within the community in relation to food security, access and programs.
- Coordinate farm specific volunteer programs and tours
- Coordinate farm interns and farm volunteers / Track Hours
- Supervise summer students, interns and volunteers at the farm
- Coordinate and manage the weekly markets at Loutet
- Track farm sales & revenue
- Work collaboratively with other North Shore Neighbourhood House Coordinators to implement programs and services offered through NSNH.
- Sit on committees/tables as required by North Shore Neighbourhood House
- Assist with Coordination of the Sharing Gardens

Required Knowledge, Abilities & Skills
- Ability to devise, research, prepare and deliver exciting and engaging educational sessions for children, youth, and adults
- Strong gardening knowledge and expertise
- Strong interpersonal & relationship building skills
- Excellent oral and written communication skills
- Strong organizational and program planning skills
- Proficient in a variety of computer applications
- Ability to work independently as well as part of a team
- Experience working in the non-profit sector
- Able to manage a flexible schedule
- Fulfill the EGP job duties and responsibilities as assigned
- Ability to bend, squat and lift up to 50+ lbs safely
- Reasonable proficiency with Microsoft office suite, and ability to track data

Desirable Training and Experience
1+ years teaching experience with children, youth and adults with programs related to growing food
1+ years experience in customer service, cash handling, or running farm market sales
1+ years experience supervising or coordinating groups of 2-20 volunteers, students and interns

Required Licenses, Certificates and Registrations
B.C. Driver's License
Current Emergency First Aid Certificate
Criminal Records Check

Please apply to: hr@nsnh.bc.ca

Closing Date: Wednesday, March 19, 2025