

North Shore Neighbourhood House
Monday, March 23, 2026
C.U.P.E. JOB VACANCY
EDIBLE GARDEN PROJECT ASSISTANT - Temporary

Posting Reference Number # 2026-5410-03 (please refer to this number when applying)

RATE: \$17.85 per hour (will increase to \$18.25 per hour with change to minimum wage June 1, 2026)

Hours of Work: Full-time – 35 hours per week (Tues-Sat), Temporary

Location: Loutet Farm and NSNH Office

Effective: Start date to be determined, will reflect Canada Summer Jobs funding

Please note: This is a 16 week temporary position with the Canada Summer Jobs Program

Nature and Scope of Work

The Program Assistant will work to support the Farm, Market & Education programs, depending on need, skills, and interest. They will work closely with the Farm Coordinator to support the on-going farm operations at our urban farm site and the Edible Garden Project Coordinator to deliver the EGP's education programs for children and youth. We are looking for at least one of these positions to work to support our Saturday market with the Edible Garden Coordinator.

Illustrative Examples of Work

Assist with farm maintenance including weeding, thinning, pruning, transplanting, watering, soil preparation, organization, record keeping

- Assist in the management and maintenance of our two social enterprise urban farms to grow food to sell in our community
- Participate in produce harvesting and processing activities
- Complete physical farm labour including cleaning and organizing
- Assist with developing and instructing hands-on learning programs and events for children and youth
- Educate children and youth using visits to school gardens and EGP gardens and farms
- Assist at Community Markets and Farm Gate sales including preparation, setup, sales, restocking, takedown, etc
- Help coordinate volunteers at volunteer drop in sessions

Required Knowledge, Abilities & Skills

- Experience working with children in an outdoor setting
- Physically fit and able to squat, bend and lift at least 40lbs
- Passionate about environmental education and growing food

- Excellent communication skills, great team player
- Ability to work outdoors in any weather conditions
- Ability to work long hours and maintain a flexible schedule that includes weekend work (Tuesday-Saturday schedule, with occasional evening work required in market season)

Required Licenses, Certificates and Registrations

Criminal Records Check

Criteria:

Applicants must be under 30 years of age, as per Employment and Social Development Canada funding criteria.

North Shore Neighbourhood House values diversity and inclusion. We encourage all individuals to apply.

Please apply with your resume and a one-page cover letter. Only shortlisted candidates will be contacted. All local shortlisted candidates will be invited to an interview. Upon offer of this contract position, the completion of a Criminal Record Check is required.

Please apply to: hr@nsnh.bc.ca

To submit your application:

Email subject line: FIRST NAME_LAST NAME_Program Assistant

Cover Letter and Resume: Please send 3 page maximum as 1 PDF file (1 page cover letter, 2 page resume).

Only successful applicants will be contacted for interviews. We appreciate your time and interest in applying.