

edible garden project

NORTH SHORE NEIGHBOURHOOD HOUSE

Job Title: Education Coordinator

Employer: North Shore Neighbourhood House - Edible Garden Project

Job City: North Vancouver

Application Deadline: February 18th, 2022

Wage: \$23/hr plus benefits (eligible after 3 months probation)

Job terms: 20 hours/week, flexible scheduling

The North Shore Neighbourhood House (NSNH) is a not-for-profit registered charity serving the North Shore community since 1939. We believe working together to meet the grassroots needs of our neighbours, especially our most vulnerable residents, is essential to building a safe, healthy and strong community. The NSNH values and promotes cooperation, respect and empowerment through the provision of programs and services designed to meet the needs of individuals and the community as a whole.

The Edible Garden Project (EGP) is a program of North Shore Neighbourhood House. The EGP is actively increasing land used for food production, building knowledge and skills around food gardening and working with municipalities to increase opportunities for urban agriculture.

Position Overview:

The position of Education Coordinator is responsible for the EGP's education programs, with an emphasis on children and youth. The role includes program planning, development, and implementation. The candidate will seek new learning opportunities while creating and modifying programs and activities to meet the ever-changing needs of individual learners, the community, and the program vision. As a key external representative of the NSNH/EGP, the Education Coordinator will utilize excellent judgement to develop credible and meaningful relationships with businesses, schools, daycares, pre-schools and the community. The Education Coordinator will work closely with the EGP Program Manager to identify opportunities and resolve concerns. The responsibilities will be done while ensuring consistency with the mission and vision of the North Shore Neighbourhood House.

Responsibilities/Duties:

Program Development and Implementation:

- Lead, design, initiate, and implement educational programs and events for children, youth, and adults
- Responsible for the creation and delivery of the Edible Garden Education Program (EGEP) meeting elementary school curriculum objectives, engaging children and youth, and helping empower teachers to create a thriving school garden environment in SD44
- Lead educational visits to Loutet Farm for schools, community groups, and corporate businesses
- Create and deliver garden-focused workshops for adult learners (including

Edible Garden Project respectfully honours and acknowledges that we live, work and play on the ancestral, traditional and unceded territories of the St'at'imc, Skwxwú7mesh (Squamish), xʷməθkʷəy̓əm (Musqueam) and səilwətaʔ (Tsleil-Waututh) Nations.

- teacher pro-d events); may be in-person or through online platforms
- Maintain program records and statistics, and update programs as needed using research, feedback, and collaborations
 - Responsible for the recruitment, orientation and coordination of education volunteers

Communications:

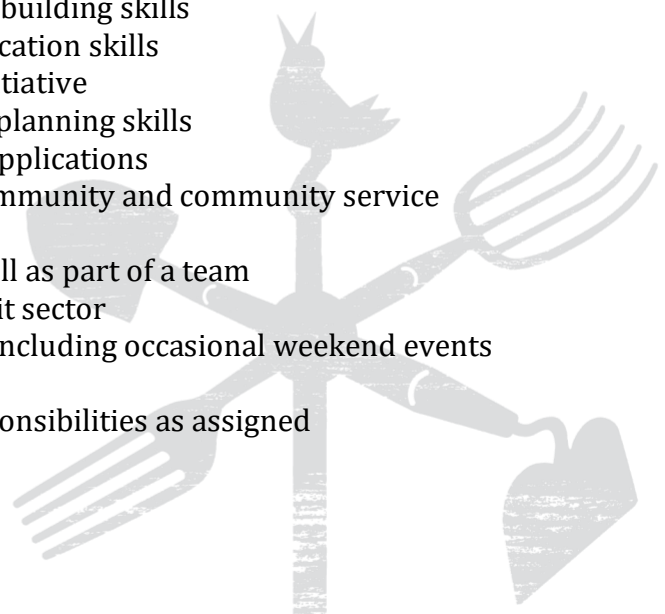
- Design/compile and communicate garden program activities and resources to teachers, volunteers and parents
- Research and attend outreach events to promote EGP's programs and activities while connecting with community members
- Collaborate on the design of specific marketing materials
- Promote program activities internally and externally
- Social media management

Community Development:

- Develop and maintain professional contacts
- Develop and maintain ongoing relationships with businesses, industries, public schools, postsecondary institutions, and the community
- 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

Qualifications & Eligibility:

- Passionate about teaching children and youth about growing food, urban agriculture, and local ecology
- 2-4 years teaching experience with children in an outdoor setting in all seasons
- Ability to devise, research, prepare, and deliver exciting and engaging educational sessions connected to the B.C. Curriculum
- Strong gardening knowledge and expertise
- Strong interpersonal & relationship building skills
- Excellent oral and written communication skills
- Ability to problem solve and take initiative
- Strong organizational and program planning skills
- Proficient in a variety of computer applications
- Familiarity with the North Shore community and community service
- Familiarity with the B.C. Curriculum
- Ability to work independently as well as part of a team
- Experience working in the non-profit sector
- Able to manage a flexible schedule, including occasional weekend events
- Access to a vehicle
- Fulfill other EGP job duties and responsibilities as assigned



Assets:

- Experience working in a non-profit environment and knowledge/experience with social enterprise
- Experience working with diverse volunteers

The North Shore Neighbourhood House values diversity and inclusivity. 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 position, the completion of a Criminal Record Check is required.

To submit your application:

Email subject line: FIRST NAME_LAST NAME_Education Coordinator

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

Email to: admin@ediblegardenproject.com

We appreciate your time and interest in applying.

