

edible garden project

NORTH SHORE NEIGHBOURHOOD HOUSE

Job Title: Farm 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: 40 hours/week, flexible scheduling

The North Shore Neighbourhood House 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 House 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 Farm Coordinator will be responsible for all farm operations and will work collaboratively with the Program Manager to provide support to the Sharing Gardens program. The Farm Coordinator will strive for increased efficiency of farm operations and will work towards increased revenue from Loutet Farm and the Sutherland Schoolyard Market Garden. The Farm Coordinator will maintain all farm sites to serve as models of local sustainable food production and the Farm Coordinator will provide hands-on learning opportunities to the community. The Farm Coordinator reports to the EGP Program Manager and will work collaboratively with the Program Manager to manage the Market Coordinator and Farm Assistant. The Farm Coordinator will manage Farm Interns, and Farm Volunteers. The Farmer will work to develop, coordinate, supervise and promote farm activities. We are looking for individuals who are passionate about food security, food justice and environmental sustainability initiatives.

Responsibilities/Duties:

- Day to day management of the farm operations
- Crop planning, implementation and maintenance
- Coordinate harvest and sale of produce
- Track farm sales and revenue
- Maintain accurate records of farm activities
- Maintain, develop and/or improve the site to the standards defined by the City of North Vancouver and School District #44 in License Use agreements

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.



- Coordinate Farm Interns and Farm volunteers
- Work collaboratively with Program Manager to manage Market Coordinator and Farm Assistant
- Coordinate farm specific volunteer programs and tours
- Coordinate with Edible Garden Project staff for events and programs that take place on the farm
- Maintain and build relationships with community partners (ie. community neighbors, School District staff, City of North Vancouver staff, etc.)
- Excellent communication skills

Qualifications & Eligibility:

- 2+ years experience in a mixed vegetable direct market farm enterprise
- 1+ years experience in customer service, cash handling, or running farm market sales
- 1+ years experience supervising or coordinating groups of 2-20 volunteers
- Excellent communication skills, and a great team player
- Ability to work long hours and maintain a flexible schedule (weekend and evening work required May -October)
- Ability to bend, squat and lift up to 50+ lbs safely
- Reasonable proficiency with Microsoft Office suite, Google Drive, Gmail, and ability to track data
- You will require access to a vehicle

Assets:

- Experience working in a non-profit environment and knowledge/experience with social enterprise
- Experience working with diverse volunteers
- Reasonable proficiency using power drills, saws, and basic construction tools

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_Farm 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.