

edible garden project

NORTH SHORE NEIGHBOURHOOD HOUSE

Job Title: Program Assistant

Employer: North Shore Neighbourhood House - Edible Garden Project

Job City: North Vancouver

Application Deadline: March 20, 2023

Wage: \$17.50/hr

Job terms: 35 hours/week, mid May – mid October, 2023 (exact dates TBD)

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 Program Assistant will work to support both the Farm & Education program, 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 Education Coordinator to deliver the EGP's education programs for children and youth. If you have more skills and experience in one area or the other but are eager to learn, we would love to hear from you!

General Responsibilities

The following list encompasses a variety of tasks that will change with the season, the needs of the program, and the collaborative schedule created with the EGP staff and the successful applicant.

- 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 in the summer maintenance of EGP Learning Garden at Loutet Farm & school sites
- Assist at Community Markets and Farm Gate sales including preparation, setup, sales, restocking, takedown, etc

Qualifications & Eligibility

- 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
- Available at either a full Tuesday or Thursday each week

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.

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)

Email to: schools@ediblegardenproject.com

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

