

## **Job Description: Bilingual Education Coordinator Sudbury Shared Harvest**

*This opportunity is dependent on grants which require the candidate to meet the following:*

- *New entrant into the work force, transitioning to a new career, or unemployed or underemployed and entering a new field*
- *Have not previously participated in an internship position funded by Northern Ontario Heritage Fund Corporation (NOHFC) or Canada's Youth Employment and Skills Program*
- *30 years of age or younger when the position begins*
- *Canadian citizen, permanent resident of Canada, or a status refugee under the Immigration and Refugee Protection Act*

We are seeking a Bilingual Education Coordinator to coordinate and deliver Sudbury Shared Harvest's educational programming and community outreach. You will implement existing programs and mobilize individuals, schools, neighbourhoods and other groups to action. Your work will enable Sudbury Shared Harvest to achieve our mission of cultivating community health by connecting people, the food we eat and the land it comes from.

### **Key responsibilities will include:**

- Plan, promote, implement and improve Sudbury Shared Harvest programs in accordance with the mission of the organization;
- Represent Sudbury Shared Harvest in the community, coordinating and delivering outreach events, activities and presentations to a variety of audiences;
- Recruit, train and supervise volunteers;
- Create promotional materials and maintain related social media content to publicize events, share key messages and grow our community reach;
- Work closely with other staff to enhance promotion, awareness and reputation of Sudbury Shared Harvest in the community;
- Conduct program-related presentations and workshops, attend community meetings, and act as an official representative of Sudbury Shared Harvest as required;
- Maintain volunteer lists; collect data and maintain accurate records; prepare reports on progress and outcomes;
- Participate in other Sudbury Shared Harvest activities as required.

### **Required qualifications, knowledge and experience:**

- Demonstrated oral and written communication skills in both English and French
- Demonstrated organizing and problem-solving skills; ability to work independently and prioritize tasks, at times with little or no supervision
- Flexibility to work some evenings and occasional weekends
- Valid Ontario Drivers License (at least G2)

### **Not required, but additional assets include:**

- Volunteer or employment experience working with children and/or youth
- Experience presenting to groups
- Food gardening, composting, seed starting and/or related knowledge/experience
- Volunteer coordination experience
- Experience with photography, video, graphic design, and/or social media for public outreach.
- Access to own vehicle is an asset (you will be reimbursed when required to use it)

### **Terms of employment**

**Position type:** Temporary full-time (one year contract) Hours are somewhat negotiable.

**Compensation:** \$865 per week; with 4 weeks of paid vacation.

**Location:** Sudbury, Ontario. In person, with some work from home required.

**Ideal start date:** April 28, 2025 (flexible)

Sudbury Shared Harvest is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender, national origin, age, disability, protected veterans status or any other legally-protected factors.

**TO APPLY:** We are seeking a highly organized person with superior communication skills, whose main role will be to coordinate and deliver educational programming and volunteer activities. Because organizational and communications skills are absolutely essential to this position, in your cover letter please outline any relevant job experience, with examples, where you demonstrated these skills.

Please submit your cover letter and resume together as a single PDF to [hello@sudburysharedharvest.ca](mailto:hello@sudburysharedharvest.ca) referencing 'Bilingual Education Coordinator' position in the subject line of your email. For your application to be considered, you must confirm in your cover letter that you meet the eligibility requirements listed at the top of the job description.

**Application deadline:** applications will be accepted until a suitable candidate is found.

***We thank all who apply, but please note that we will only be contacting candidates who are selected for an interview.***