

**Employment Opportunity: Project Coordinator
Sudbury Shared Harvest
One-year internship***

**Due to requirements of the funder, the candidate must:*

- be unemployed or underemployed persons under the age of 30;
- have graduated within the last three years with a degree, diploma or certificate from a recognized post-secondary institution;
- be legally entitled to work in Canada;
- have not previously participated as a youth intern in any federal or provincial internship program with pay for a period of six months or more

Job Term: Full Time, One-Year Contract (start date is flexible)

Salary: \$22.40 per hour/30 hours per week. Flexible work hours to be negotiated; four weeks of paid vacation

Location: Sudbury

Sudbury Shared Harvest is a charitable organization with a mission to cultivate community health by connecting people, the food we eat and the land it comes from. We support people in gaining the knowledge, skills and resources they need to access or grow their own food in a way that enhances our urban environment. sudburysharedharvest.ca

The Project Coordinator will work with Sudbury Shared Harvest Youth Program Co-leads and Executive Director, focusing on exploration, development and implementation of new revenue streams for Sudbury Shared Harvest. The internship is intended to be an excellent learning experience for the successful candidate, so specific work experience is much less important than a passion for our work. Please include a cover letter outlining your background, interests and experience as it relates to our work.

- Post-secondary degree, diploma or certificate, preferably in Business, Marketing or a related field
- Strong organizational skills and follow through on work-plan
- Excellent communication and interpersonal skills
- Dependable and committed to project outcomes
- Flexible, motivated, and a team player
- Excellent problem-solving skills
- Strong business and financial literacy skills

Qualifications/experience:

- Post-secondary degree, diploma or certificate, preferably in Business, Marketing or a related field
- Strong organizational skills and follow through on work-plan
- Excellent communication and interpersonal skills
- Dependable and committed to project outcomes
- High initiative combined with thorough task completion according to directions
- Flexible, motivated, and a team player
- Excellent problem-solving skills
- Strong business and financial literacy skills

Additional Assets:

- Experience in business development
- Gardening and/or landscaping experience
- Knowledge/experience in social enterprise and the non-profit sector

Job duties:

- Work with other members of the team to identify gaps in our research to date; conduct additional research as needed
- Research similar social enterprises and advise on best approach
- Work with the team during the growing season to develop and test potential value-added product ideas
- Work with the team to plan a product launch and other marketing activities
- Assist with program facilitation and coordination
- Other duties as required

Please submit a single PDF file with cover letter and resume by email to:

info@sudburysharedharvest.ca Please indicate "Project Coordinator" in the subject line of your email and indicate where you learned about this posting. We are accepting applications until a suitable candidate is found.