

Position: Outreach Coordinator (Intern), One-Year Contract, Part-time to Full-time

Organization: Sudbury Shared Harvest

Website: www.sudburysharedharvest.ca

Location: Sudbury, Ontario (hybrid - in-person and some work from home required)

Wages/hours: \$27 per hour for 20-32 hours per week (hours to be negotiated and dependent on additional funding approval to be confirmed by interview time). Occasional evening and weekend work will be required.

Start Date: flexible

Application deadline: we are accepting applications until the right candidate is found

****Important****

Due to funder requirements, the candidate must:

- *Be a new entrant into the work force, transitioning to a new career, or unemployed/underemployed and entering a new field;*
- *Reside and be legally entitled to work in Canada;*
- *Not have been previously employed in a government-funded internship program.*

****Please indicate in your application whether you meet the above criteria****

Sudbury Shared Harvest is a nonprofit organization dedicated to cultivating 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 to access or grow our own food in a way that enhances the urban environment.

We are seeking a highly organized person with excellent communication skills and an interest in ecological agriculture, whose main role will be to coordinate and deliver educational programming and volunteer activities. In your cover letter, please give examples that demonstrate your organizational and communications skills and outline any job experience where you have used these skills.

If you prefer to work on tasks that are always well-defined then this position probably isn't right for you. If you're flexible and willing to learn in a fast paced environment, doing work that's different each day, then we want to hear from you!

Responsibilities:

The Outreach Coordinator will:

- Process volunteer applications, coordinate volunteer training, events, and other activities, including maintaining communication with individuals and groups.
- Communicate with teachers and preschool leaders to schedule educational activities.
- Following training, deliver garden education programming to pre-school and school groups.
- Collect data and maintain accurate records; prepare reports on progress and outcomes.
- Attend community outreach events to promote the aims and purpose of Sudbury Shared Harvest

- Attend meetings of partner community groups and support their work as needed.
- Complete other tasks as requested.

Required skills/qualifications/experience:

- Experience working with children and/or youth.
- Experience communicating with the general public via telephone and email
- Excellent organizational and time-management skills
- Experience presenting to groups.
- Self-motivated, able to work independently and prioritize tasks with little or no supervision at times.
- Proficiency with general word processing software and spreadsheet software.
- Valid Ontario Drivers License (at least G2).

Additional assets:

The following are not required, but would be very valuable to the position. Please mention any that are applicable in your application:

- Experience with food gardening, composting, seed starting and/or related.
- Fluency in French (oral and written).
- Own vehicle or access to a vehicle.
- Experience with photography, video, graphic design, and/or creating social media content for public outreach.

Please submit your resume and cover letter as a single PDF document labelled with your full name to:

Carrie Regenstreif

Sudbury Shared Harvest

Email: carrie@sudburysharedharvest.ca (subject: Outreach Coordinator)

Sudbury Shared Harvest welcomes applications from persons of all cultural and racial backgrounds. Please note that only those selected for an interview will be contacted.