

**Position:** Program Assistant (temporary 8-week position)

**Organization:** Sudbury Shared Harvest

**Website:** [www.sudburysharedharvest.ca](http://www.sudburysharedharvest.ca)

**Location:** Sudbury, Ontario (hybrid in person/work from home)

**Wage:** \$680/week. Flexible hours to be discussed with some evening and weekend work required.

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

**Application deadline:** March 30, 2025

**Due to eligibility requirements indicated by the funder, you must be:**

- **30 years of age or younger at the start of employment;**
- **A Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*\* and;**
- **Legally entitled to work according to the relevant provincial/ territorial legislation and regulations**

Sudbury Shared Harvest is a non-profit organization with a mission to cultivate community health by connecting people, the food we eat and the land it comes from. We are seeking a Program Assistant to work closely with other staff to deliver outreach programming.

***Responsibilities:***

Under the direction of other staff, the Program Assistant will:

- assist with volunteer events; learn about and then demonstrate garden techniques and work with volunteers to accomplish various tasks
- collect data and maintain accurate records regarding numbers of participants, volunteer hours, and other information as requested
- assist in delivering garden education programming to children and youth
- take photos and videos of volunteer activities; assist with producing social media content
- assist with other related activities as needed

***Required skills/qualifications:***

- Ability to do light physical work outdoors in all conditions.
- Strong time-management skills with the ability to be flexible and self-directed.
- Creative and enthusiastic with strong problem-solving and teamwork skills.
- Valid Ontario Drivers License

***Additional assets (not required, but if applicable, please mention in your application):***

- Volunteer and/or employment experience working with volunteers
- Volunteer and/or employment experience with children and/or youth
- Volunteer and/or employment experience landscaping and/or food gardening
- Volunteer and/or employment experience in graphic design, photography, and/or videography
- Oral and written French language fluency
- Own vehicle or access to a vehicle

**Please submit your resume and cover letter as a single PDF to:**

hello@sudburysharedharvest.ca (subject: Program Assistant). 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. Sudbury Shared Harvest welcomes applications from persons of all cultural and racial backgrounds.

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