

****REVISED March 22, 2024****

Position: Program Assistant, Contract (14 week summer youth position, with possibility of extension for up to one year)

Organization: Sudbury Shared Harvest

Website: www.sudburysharedharvest.ca

Location: Sudbury, Ontario (mainly in-person with some remote work required)

***Due to requirements of the funder, the candidate must meet all the following criteria:*

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

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 they need to access or grow their own food in a way that enhances our urban environment.

We are seeking an energetic and enthusiastic person with a strong interest in food security and ecological agriculture to support Sudbury Shared Harvest's current programs. Please describe yourself and explain your interest in those topics in your cover letter.

Wage: \$610 per week

Hours: Flexible and negotiable, to be discussed. Some evening and weekend work will be required.

Start Date: May 6, 2024

Application deadline: April 15, 2024

The Program Assistant will help build relationships and lead volunteer activities aimed at building food system resilience and local food security.

The ideal candidate will have education/employment and/or volunteer experience in one of the following or a related field: Child and Youth Worker, Education, Communications, Community Development, Agriculture, Environmental Studies.

Required skills/qualifications:

- An outgoing personality with a strong interest in education and/or public outreach.
- Experience or at least a strong interest in working with pre-school children.
- Strong time-management skills with the ability to be flexible and self-directed.
- Creative and enthusiastic with strong problem-solving and teamwork skills.
- Strong communication and organizational skills including experience communicating with clients and the general public via telephone and email.
- Experience with general word processing software, spreadsheet software, presentation software.
- Valid Ontario Drivers License

Additional assets

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

- Background/study/and/or training in education, early childhood education, experiential education, communications, social work, community development, or related fields
- Experience working with young children and/or youth
- Experience with gardening and/or small-scale food production
- Oral and written French language fluency
- Own vehicle or access to a vehicle

Responsibilities:

Under the direction of the Community Engagement Coordinator, the Program Assistant will:

- coordinate and support volunteers in planning and delivering garden education programming for pre-school and school-aged children
- following training, demonstrate garden techniques to volunteers and coordinate volunteer involvement in garden maintenance
- attend community events to help with volunteer recruitment and promoting the organization's activities
- coordinate picking and/or pickup of surplus produce from residents and deliveries to community food programs
- collect data and maintain accurate records regarding numbers of participants, volunteer hours, and other information as requested; report to the Community Engagement Coordinator regarding progress and outcomes
- assist with other related activities as needed

Please submit your resume and cover letter to:

Carrie Regenstreif

Sudbury Shared Harvest

Email: carrie@sudburysharedharvest.ca (subject: Program Assistant)

Sudbury Shared Harvest welcomes applications from persons of all cultural and racial backgrounds.