



Malvern Family Resource Centre

90 Littles Road, Scarborough, ON M1B 5E2

☎(416) 284-4184 ★ Fax 416-293-1997

Website: www.mfrc.org ★ Email: mail@mfrc.org

Community Garden & Environmental Program Assistant JOB POSTING

Summary:

To strengthen food & environmental programs and initiatives in the Malvern community and engage residents in these initiatives.

Responsibilities:

- Maintain effective documentation and timely reporting as directed.
- Follow direction of Supervisor to complete projects as assigned.
- Assist in creating a team atmosphere with co-workers, placement students, volunteers, advisory committee members, and clients
- Work in co-operation with the ANC Program Coordinator to develop and implement food and environment related programming (i.e. community garden volunteer activities, urban farm programming, community marketplace, food gleaning initiatives, etc.)
- Support engagement and outreach activities with residents to increase participation in community gardens, urban farm and other ANC initiatives
- Attend community meetings related to food security, food & environment-related programming
- Organize, minute, facilitate, and conduct follow-up from meetings as required
- Facilitate connections between volunteers and stakeholders
- Assist with the preparation, setup and clean up before and after programs, events and activities
- Support registration and documentation for program (including attendance and statistics)
- Ensure agency and standard health and safety protocols are followed
- Additional duties as required

Necessary Skills/Qualifications:

- Completion of OSSD and some post-secondary experience in a related field (food security, food policy, agricultural studies, volunteer/project administration, community development, environmental studies) or equivalent combination of education and experience
- Skills and experience working with diverse volunteers and communities
- Excellent interpersonal skills and conflict resolution skills
- Multi-tasking abilities, good organizational skills.
- Commitment to anti-racism and non-discrimination practices
- Flexible schedule with ability to work some evenings and weekends
- Willingness and ability to work outdoors for extended periods of time performing duties such as gardening, lifting equipment, harvesting, etc.
- Ability to comply with policies regarding confidentiality, privacy and record keeping
- Ability to work independently and as part of a team
- Police reference check is required

Hours & Rate of Pay:

This position is 8 weeks beginning on July 3rd, 2018 to August 24th 2018 at minimum wage for 30 hours per week. Candidates for this position must be between the ages of 15-30 at the start of their employment. Candidates must be registered as full-time students in the previous academic year and intending to return to school on a full-time basis in the coming academic year. Candidates must also be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred and must be legally entitled to work in Canada in accordance with provincial regulations. Candidates must also be able to commit to the full contract duration.

Accountability:

Position will report to the Program Coordinators, Action for Neighbourhood Change

Closing Date: Tuesday May 15th at 5:00pm - Please send resume and cover letter to kthornhill@mfrc.org as one document with your name appearing 'First Name Last Name – Community Garden & Environmental Program Assistant (CSJ)' as the attached file name. Please note that applications will be reviewed and may be contacted on a rolling basis before the closing date. No phone calls please!

Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at aoda@mfrc.org (This address is for accommodation inquiries ONLY. Resumes sent to this address will not be considered.)



United Way
Toronto & York Region

Satellite Site: 1321 Neilson Road, Scarborough, ON, M1B 3C2

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"Strengthening Families is Our Business"