



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

Job Description

Position: Community Farm and Garden Assistant
Department: Growing Together: Food Justice in Malvern

Summary:

To strengthen food security & urban agriculture initiatives in the Malvern community and engage residents in these initiatives.

Responsibilities:

- Follow direction of Supervisor to complete projects as assigned.
- Work in co-operation with the Food Justice Projects Coordinator to develop and implement food and agriculture 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 urban farm and occasional community garden activities
- Attend community meetings related to food security & urban agriculture-related programming.
- Assist with the preparation, setup and clean up before and after workshops, events and activities.
- Support registration and documentation for activities (including attendance and statistics).
- Ensure agency policies and standard health and safety protocols are followed.
- Maintain effective documentation and timely reporting as directed.
- 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, 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, outdoor education activities, etc.
- Ability to comply with policies regarding confidentiality, privacy and record keeping
- Ability to work independently and as part of a team in both office and remote (work from home) settings
- Police reference check is required
- Proof of two COVID-19 vaccinations

Hours & Rate of Pay:

This position is 8 weeks beginning on July 4th 2022 - August 26th, 2022 at \$15/hour. Employee will work 35 hours per week in July and August. Candidates for this position must be between the ages of 15-30 at the start of their employment. Candidates must be legally entitled to work in Canada in accordance with federal and provincial regulations. Candidates must also be able to commit to full contract duration.

Accountability:

Position will report to the Food Justice Projects Coordinator within the Community & Family Programs and Services team.

Closing Date: Tuesday, June 7th, 2022 at 5:00pm - Please send resume and cover letter by e-mail to

malvernurbanfarm@mfrc.org as one document with your name appearing 'First Name Last Name – CSJ Farm and Garden as the attached file name in .doc or .pdf format. 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.)



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"Strengthening Families is Our Business"