



**Job Title: Market Garden Assistant**

**Main Tasks:**

This position provides support to the BCCF Market Garden in all areas of field, marketing and administrative work. All work will support the management of 3 acres, which includes 1 acre of certified organic vegetable production for a 75 member CSA, an on-site farm store, additional sales channels, and regular on-farm events.

**Detailed Job Description (duties include, but are not limited to):**

**Marketing and Administration**

- Assist with market garden transactions and financial record keeping: create and send invoices, process payments, track expenses, submit monthly bookkeeping documentation to FoodShare.
- Design and distribute marketing materials, conduct community outreach.
- Create and send out weekly communication materials for CSA members, and respond to member inquiries.
- Organize market garden social events for CSA members.

**Vegetable Field Work, Distribution and Sales**

- Assist with seeding, planting, weeding, harvesting, post-harvest washing and processing, and storage of vegetable crops.
- Help maintain field areas not in production this season, as well as maintain the working order of other work areas such as the tool storage, wash station, walk-in cooler, and farm store.
- Operate a weekly on-farm CSA pick up, including set up / take down of vegetable displays and helping CSA members, and assist with produce bagging for off-site deliveries.
- Help operate and stock the on-site farm store on a daily basis.

**Additional Duties**

- Help coordinate the market garden volunteer program and lead volunteers once a week.
- Provide occasional support to other BCCF program areas, and share site and office housekeeping responsibilities with other BCCF staff.
- Support BCCF all-farm special events such as annual farm festival (approximately once a month).
- Other duties as assigned.

**Qualifications:**

- Strong coordination, administration and marketing experience.
- Food growing experience in a market garden context is preferred, but candidates with strong gardening or other horticulture related experience will be considered.
- Strong attention to detail, ability to follow instructions, ability to multi-task.
- Effective communication and customer service skills.
- Good organizational and time management skills.
- Knowledge of, and experience working with, diverse communities.
- Demonstrated ability to work independently and as part of a team.
- A valid Ontario Driver's License is an asset.

**Job Requirements:**

The position involves/requires:

- Physical work outdoors in all weather conditions.
- Manual dexterity, repetitive bending, kneeling and lifting (up to 25 lbs).
- A large amount of standing and/or walking.

**Reports to:** Assistant Farm Manager

**Location(s) of Position:** Black Creek Community Farm, 4929 Jane Street

**Salary:** \$16.95 per hour

**Anticipated Start date:** June 3, 2019.

**End date:** September 13, 2019

**Hours:** up to 37.5 hours per week

**TO APPLY:** Please submit your cover letter and resume to [Hiring@blackcreekfarm.ca](mailto:Hiring@blackcreekfarm.ca). Please apply by May 22, 2019.

**Please note:**

BCCF is a member of FoodShare Toronto's Supportive Partnerships Platform - staff hired for this position will be employed by FoodShare Toronto, and their work location will be Black Creek Community Farm.

FoodShare is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender, national origin, age, disability, protected veterans status or any other legally-protected factors.

If you feel you need an accommodation because of illness or disability during the application process, please do not hesitate to contact Human Resources at your earliest convenience – [hr@foodshare.net](mailto:hr@foodshare.net). You will also be briefed on FoodShare's policies regarding accommodation and the Accessibility for Ontarians with Disabilities Act.

Please note that only candidates selected to move forward in the hiring process will be contacted.