

Job Title:	Site Coordinator - parental leave position
Start Date:	February 17th, 2020
End date:	December 18th, 2020
Supervisor:	BCCF Director
Salary:	\$32,142 at a rate of \$19.48 per hour (Sunday to Thursday, 37.5 hour/week)

Scope of Work

The BCCF Site Coordinator will oversee and maintain the food forest, trail system and themed gardens (outside of the market garden), including engaging volunteers in activities related to maintaining these spaces. Volunteer engagement responsibilities include overseeing corporate and group volunteering opportunities, including collaborating with other BCCF program staff to engage group volunteers in their programs.

Required Qualifications, Experience

- Minimum two years experience in agriculture, permaculture, native plants, pollinator gardens, agroecology, horticulture or a related field
- Experience supervising staff and volunteers
- Interest in community-led food projects and/or neighbourhood-based community organizing
- Interest in working outdoors and experience working with plants
- Demonstrated commitment to the principles of food justice and food sovereignty
- Demonstrated ability to work within a diverse community (people of different ages, abilities and cultural backgrounds)
- Experience in conducting outreach, facilitating workshops and experiential learning
- Effective communication and organizational skills
- Demonstrated ability to work independently and as part of a team
- Familiarity with G-Suite (Google Drive, Sheets, Docs, Calendar, Gmail, etc.)
- Ability to work evenings and weekends

Responsibilities

- Demonstrate appropriate behaviours in line with our Mission, Vision and Policies outlined in the FoodShare Toronto and Black Creek Community Farm Manual
- Lead the maintenance of the trail system, food forest and of themed gardens (i.e., pollinator and vegetable demonstration gardens) including planting, direct seeding, weeding, irrigating and harvesting
- Implement evaluation framework, mapping, record keeping and reporting systems related to gardens and food forest
- Improve upon and implement a pest and disease management plan for gardens and food forest
- Develop an annual site work plan, including a community outreach and communications strategy, community workshops, workdays and volunteer engagement
- Understand the importance of the volunteer staff partnership and integrate the value of volunteerism in dealings with members, volunteers, donors and staff
- Work with all other BCCF staff to ensure that the corporate and group volunteer programs complement the needs of other BCCF programs
- Work with Director on communications with visiting groups and coordinate volunteer work days including set-up, facilitation, and a wrap up

- Develop a Community Stewardship Team to engage tower residents in adopt-a-tree program
- Train and supervise staff who report to the Site Coordinator, as well as interns and volunteers in all relevant aspects of site projects
- Improve upon, create, and maintain communication systems that ensure that the whole site team is working together as a unit
- Maintain monthly reports and statistics on site-related work
- Work with BCCF Director to establish project budgets, and track and adjust income and expenses
- Lead planning of on-farm community events like Maple Syrup Day, Honey Bee Day, and other public events
- Other duties as assigned

Description of Work Area

The BCCF Site Coordinator position includes:

- Repetitive tasks such as bending, crouching, and reaching
- Full shifts standing and working on your feet
- Use of hand tools and mechanized equipment
- Regularly lifting 40 lbs
- Working outdoors in all kinds of weather (heat, sun, rain, cold)

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

TO APPLY: Please submit your cover letter and resume to hr@blackcreekfarm.ca with 'Site Coordinator' in the subject line. Please apply by January 31st, 2020.

Please note: Black Creek Community Farm 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. 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.