



**Job Title:** Events Coordinator

**Reports to:** Executive Director

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

**Salary:** \$49,000 Annually + Class B Health Benefits

**Hours of work:** 37.5 hours per week

**Contract term:** Indefinite, contingent on funding availability (January 2022 to December 2023)

**Main Tasks:**

This position leads the planning and implementation of BCCF farm events such as Maple Syrup Day, Earth Day, Farm Festival, Dinner at the Farm and others. The work includes creating event plans, coordinating logistics, recruiting volunteers and community partners as needed, and set-up/tear-down for on-farm events. All events will be in compliance with Covid-19 protocols for visitors and volunteers. This position also coordinates the food security emergency relief initiative when funding is available.

**Duties and Responsibilities:**

- Create a seasonal calendar of events in collaboration with Program Coordinators, for each season
- Create and maintain an inventory of BCCF's event supplies
- Oversee volunteer management for all events including recruitment, training, and supervision
- Lead the coordination of logistics of all BCCF farm events, working in collaboration with other program staff
- Maintain records of event data used for reporting including # events, # participants, # of volunteers and volunteer hours, # of community partners engaged, etc.
- Answer questions and provide a great customer experience for farm visitors
- Proposing a system to organize staff to keeping common areas such as shelves, kitchen space and fridges clean
- Follow all organizational and health and safety procedures, including up to date COVID guidelines
- Oversee the ordering/delivery of Emergency Good Food Boxes (EGFB), when funding is available
- Collect impact data throughout the EGFB initiative including # boxes delivered, # lbs delivered, # people served
- Support the farm customer service by answering inquiries and redirecting the calls to the appropriate staff
- Other duties as assigned



**Qualifications:**

- At least one year of experience coordinating community events and working with volunteers
- An understanding of issues affecting the diverse populations of Jane-Finch area including general issues affecting low-income communities considered an asset
- Demonstrated commitment to principles of food justice
- Experience working in racialized communities
- Effective communication and customer service skills
- Good organizational and time management skills
- Strong attention to details
- Demonstrated ability to work independently and as part of a team
- Proficiency in basic online communication tools (emails, social media, Google Suite)

**Job Requirements:**

The position involves/requires:

- Must be legally authorized to work in Canada
- Working outdoors in all kinds of weather (heat, sun, rain, cold)
- Repetitive tasks such as bending, crouching, and reaching
- Walking, standing, and working on your feet
- Lifting up to 20lbs

**TO APPLY: TO APPLY:** Please submit your cover letter and resume to [hire@blackcreekfarm.ca](mailto:hire@blackcreekfarm.ca) by December 9 at 5 pm. Include Event Coordinator in the subject line.

**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.