

**Garden and Youth Program Assistant  
Neighbour to Neighbour Centre, Hamilton, ON**

Neighbour to Neighbour (N2N) is looking for an energetic and caring team member to organize and lead garden and youth food skills programming.

This candidate will be responsible for assisting in planning, maintenance, and program support for the Garden Program as well as assisting planning and program support for youth (high-school age) programming in both the garden and community kitchen. This role reports to the Interim Managers for Food Access and Skills.

**POSITION DETAILS**

- Position term: Contract, 8 months
- Employment start date: Early-Mid February 2023
- Hours of work: 35 hours/week
- Schedule: Some weekend or evening work is required. Some flexibility in weekly schedule and some option to work from home (all programming is in person).
- Wage rate per hour: \$21.00 - \$23.00, based on experience. Experience and education can come from many settings, both formal and informal.

**RESPONSIBILITIES**

- Support the development, planning, outreach, and facilitating for the youth community kitchen and the garden programs
- Lead volunteers to assist with programming activities including set-up and clean-up, and in guiding participants.
- Support community garden programming and maintenance
  - Tasks include guiding garden participants and volunteers in helping with seeding, planting, watering, weeding, harvesting, compost building and maintenance under the guidance of the Interim Manager
- Communicate with participants including with parents/caregivers and younger participants in a dignified and respectful manner
- Assist with program outreach and partnerships, assist with the development of additional youth programming to meet community needs
- Record keeping and other program evaluation tasks
- Creating and updating resources and programs such as handouts and manuals
- Promoting our work by developing and sharing outreach materials through our social media and at community events
- Promote justice and equity through food programs. Our programming is focused on community development, food education, community care, and food justice for a diversity of groups
- Opportunities to develop new programs or add new components to existing programs
- Work within a small and dynamic team that supports one another's programs occasionally and as needed
- Other duties as required

## **QUALIFICATIONS**

- Some experience with gardening and willingness to work outdoors and complete gardening tasks involving digging, pruning, weeding, and heavy lifting
- Some experience with or understanding of working with youth from various backgrounds
- Strong communication and organizational skills
- Experience developing and facilitating workshops or other educational programming
- Ability to work independently
- Strong problem solving and analytical skills
- Computer literacy in common office applications (e.g. Word, Excel, PowerPoint)
- Excellent interpersonal skills
- Experience working with diverse communities (people of different ages, abilities, backgrounds, and incomes) in a sensitive manner

## **ASSETS (ideal but not required)**

- Some experience with cooking, and/or food justice work
- Experience working with volunteers and community members in a leadership capacity
- Knowledge of, lived experience of, and/or commitment to issues of hunger, poverty, social justice
- Experience working in a fast-paced environment
- Ability to speak a language relevant to the neighbourhood (e.g. Spanish, Mandarin, Arabic, or Kurdish)
- Valid First Aid certificate
- Food Handlers certificate
- Vulnerable sector police check will be required if hired (cost can be reimbursed by N2N)

To apply for this position, please send your cover letter including the job title, description of interest in community food, and summary of skills as well as your resume via email to [resumes@n2ncentre.com](mailto:resumes@n2ncentre.com). Please put "**Garden and Youth application**" in the subject header. No generic applications will be considered. All applications must be received by **January 30, 2023**

Neighbour to Neighbour Centre is committed to employment equity and encourages applicants from equity seeking groups. We regret that only those applicants being considered will be contacted.

## **Employer's Message on COVID-19**

Neighbour 2 Neighbour is providing essential services to our community during the COVID-19 pandemic. We adhere to all Provincial orders to protect the health and safety of staff, volunteers and participants/clients.