

## Garden Skills Coordinator Neighbour to Neighbour Centre, Hamilton, ON

Neighbour to Neighbour (N2N) is looking for an experienced, energetic and organized team member to lead garden skills programs for the community.

This candidate will be responsible for planning, maintenance, and program support for the Garden Skills, Allotment Garden, and Hamilton Community Garden Network Programs. This role reports to the Director, Community & Family Services.

The Hamilton Community Food Centre is a department of Neighbour to Neighbour Centre, and one of 15 Centres connected through the Community Food Centres Canada network. Learn more about our work through our webpage here: <https://www.n2ncentre.com/hamilton-community-food-centre/>

### POSITION DETAILS

- Position term: 9 month contract
- Employment start date: February end, 2024
- Hours of work: 35 hours/week
- Schedule: Some weekend or evening work is required.
- Wage rate per hour: \$23.00 - \$25.00 based on experience. Experience and education can come from many settings, both formal and informal.

### RESPONSIBILITIES

- Ensure the safety, comfort, learning opportunities, and food access of garden skills program participants
- Assist with the onboarding, training, scheduling and leadership support of volunteers to assist with garden skills programs
- Ensure that garden areas are well-maintained and thriving outside of program times
- Conduct ongoing crop-planning to ensure adequate supply of produce for participants
- Facilitate programs with an equity-based approach
- Administrative work for programs including participant tracking and registration
- 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
- Work within a small and dynamic team that supports one another's programs occasionally and as needed
- Other duties as required

### QUALIFICATIONS

- Experience and/or willingness to ensure health and safety standards are met in outdoor settings for participants of different ages (children to seniors)
- High level of planning and organization and ability to manage competing priorities
- Strong computer skills and experience with Google and Microsoft suites

- Excellent communication and interpersonal abilities and desire to connect with program participants through phone, email and face-to-face interactions
- Experience and/or willingness to develop a focus on inclusive facilitation style in a garden setting, ensuring that participants are engaged according to their interest level
- Experience and/or willingness to develop skills in community-building
- Self-motivated to work within existing programs and Hamilton Community Food Centre mandate and goals
- Motivated to build community connections, sense of belonging, and improve community members' access to fresh garden produce.
- Willingness/ability to respond to participant feedback
- Interest and/or experience in researching and growing crops that may be unfamiliar, but that are culturally important to community members
- Minimum 1 full growing season spent cultivating food crops outdoors
- Familiarity and enjoyment of outdoor work in all weather conditions (using appropriate safety protocol as needed)
- Ability to work with minimal guidance
- Strong knowledge of self and ability to ask for help proactively
- Experience working with diverse communities (people of different ages, abilities, backgrounds, and incomes) in a sensitive manner

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

- Experience working with volunteers and community members in a leadership capacity
- Experience developing and facilitating workshops or other educational programming
- Knowledge of, lived experience of, and/or commitment to issues of hunger, poverty, social justice
- Ability to speak a language relevant to the neighbourhood (e.g. Spanish, Mandarin, Arabic, or Kurdish)
- Valid First Aid certificate
- Drivers license (Class G) and willingness to do occasional driving for supplies is considered a strong asset for this position.

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 [kdaoust@n2ncentre.com](mailto:kdaoust@n2ncentre.com). Please put "**Garden Skills application**" in the subject header. No generic applications will be considered.

All applications must be received by **February 15th, 2024**.

Neighbour to Neighbour Centre is committed to employment equity and encourages applicants from equity deserving groups. Accommodations for disabilities will be provided to support participation in all aspects of the recruitment process upon request. We are dedicated to providing an atmosphere free from barriers in order to promote equity, inclusivity and diversity. We celebrate and welcome the diversity of all employees.