



## **Greenest City's Community Program Coordinator**

### **Job Posting**

#### **General**

The work of Greenest City ([www.greenestcity.ca](http://www.greenestcity.ca)) is driven forward by a strong commitment to the environment, food access, food growing and community engagement. This role will focus on related events, workshops, programming with a concentration on the new Garden Sharing Network initiative in partnership with Toronto Urban Growers. The successful candidate will work with a wide range of ages, cultures, and abilities.

#### **Duties**

- 1) Support the Toronto-wide Garden Sharing Network by establishing the process and implementation of [matching growers with landholders](#).
- 2) Coordinate the partnerships between three neighbourhoods by bringing together the partners in monthly network meetings.
- 3) Coordinate and/or facilitate events such as Seedy Saturday, and food growing/environmental workshops.
- 4) Communicate regularly through social media with partners and community members to keep people informed of events, thank them for their support and invite to future events.
- 5) Participation in planning, staff meetings, organizational tasks, receiving phone calls, evaluation and other tasks as required by the organization.

#### **Skills and Qualifications**

- 1) Strong community building skills and experience - knowledge of food and environment projects an asset.
- 2) Two years or more experience with sustainable food growing practices– familiar with seed saving and composting practices.
- 3) A commitment to environment, food and social justice principles and practices.
- 4) Excellent interpersonal skills and ability to work with a wide variety of people
- 5) A positive and kind way with community volunteers and partners.
- 6) Self-starter that can work with minimal supervision when needed
- 7) Excellent organizational skills.
- 8) Demonstrated ability to work within a diverse community (people of different ages, abilities and cultural backgrounds)
- 9) Experienced with Microsoft Office computer applications.
- 10) Successful completion of a diploma or degree program or experience in: Education, Youth Work, Environment, Social services.



- 11) Second (plus) language an asset.
- 12) Social media skills an asset.

*"Greenest City is committed to equity in its policies, practices, and programs. We support diversity in our teaching, learning and work environments, and aim to ensure that applications for members of underrepresented groups are seriously considered under our Anti-Racism, Access and Equity policy. All qualified individuals who would contribute to the further diversification of our community are encouraged to apply and may chose to identify as such if they wish to identify further assets for consideration.*

*\*Greenest City must note that the space our office is currently located in is not physically accessible to everyone. If you would like to interview for the position but are worried this might be a concern feel free to email us in advance and we will get back to you shortly.*

Hours and Compensation: \$20/hr x 22.5 hrs per week, paid sick time and vacation

Duration: 11 month contract - potential for renewal.

Please email your resume and cover letter to [angela@greenestcity.ca](mailto:angela@greenestcity.ca) by October 13, 2017. You will only hear from Greenest City if you are accepted for an interview.