

Position: Participant (Job Creation Partnership Project) **Title:** Greenhouse Coordinator
Project Agreement Holder: Food Action Society of the North Okanagan (FASNO) **Location:** Vernon
Hours: 35 per week **Wage:** \$20/hr **Project Start:** ASAP **End:** December 2017 **Closing:** apply asap

Project Information: This is a Job Creation Partnership Project, not regular paid employment. *In order to qualify as a participant, you must be EI eligible (current Regular EI claim or past EI claim which ended in the last 60 months, be unemployed and demonstrate a need for current work experience to support your return to sustainable employment).* Eligible participants receive an allowance as payment for their work and are expected to continue to seek employment during the project.

Project Summary: Patchwork Farms, a small collaborative farm located on the Vernon OK College campus has an opportunity developing and managing a new greenhouse, and designing and implementing a greenhouse education project. This opportunity is suitable for someone with skills, knowledge or experience in gardening and/or farming and who requires a broader skill set to appeal to potential employers.

The participant will work as part of a team and collaborate with other non-profit groups to plan crops to be sown and organize transplanting of seedlings to raised beds and fields during the season, while providing demonstrations, seminars, and educational sessions on greenhouse processes. This is an opportunity to develop hands-on leadership and applied learning skills. The successful individual will work in an office environment and in the outdoor garden. Work associated with this project will include research, report writing, volunteer coordination, event planning, project planning, and work plan implementation. The participant must be comfortable working with youth and people from a variety of cultural backgrounds. Some activities will occur outside of regular business hours, so participants must be flexible enough to accommodate.

Job Activities: plan, design, and coordinate the greenhouse project; liaise with diverse members of the community; develop marketing materials to promote and publicize project activities; recruit, screen, coordinate and manage volunteers to assist in the project; organize a volunteer appreciation event; create and present a seminar/information presentation on the project to the public; conduct research, gather information, and write reports; create and maintain financial and management records related to the project; prepare and administer volunteer satisfaction surveys; and other duties and tasks as assigned by the FASNO Program Manager.

Requirements:

Minimum three years' previous experience in projects of this type or a related area, preferably with some exposure to the social services sector working with volunteers and vulnerable community members	Willing to commit to and maintain safe working conditions
Demonstrated ability to lead/teach and provide tutorials to gardening groups and the general public	Self directed and self organizing to perform tasks safely, effectively and efficiently
Working knowledge of organic, sustainable gardening practices, together with an interest in food security issues and greenhouse growing and management	Good communication and collaboration skills
Basic computer knowledge (MS Word, Excel, email, social media)	Willing to work with interested public and partners throughout the program
Physically able to work in a demanding outdoor job and perform daily office tasks	Hold a valid driver's license and have a Criminal Record Check, cleared for vulnerable populations and satisfactory TB test

To Apply: Submit a targeted resume and cover letter indicating how this project will enhance your employability to: **WorkBC Employment Services Centre, Vernon, or speak to your current Case Manager as soon as possible.**