



**Richmond
Food
Security
Society**

Job Posting - Program Coordinator Internship

Richmond Food Security Society (RFSS) is growing a robust local food system through advocacy, education, and initiatives aimed at fighting hunger and increasing food production in Richmond. We are seeking a science savvy, knowledgeable, personable, organized and passionate coordinator to coordinate and implement programs and events.

RFSS community programs engage Richmond citizens in community gardening, seed saving, fruit recovery, cooking healthy meals, youth leadership and more. This internship position is for someone with extensive gardening and agricultural science background.

Ongoing Responsibilities

- coordinate the Richmond Community Gardens program, including:
 - providing extension services to over 300 gardeners on organic food production, soil science, integrated pest management, biodiversity, and plant selection
 - data collection and reporting including production statistics
 - ensure community gardens comply with relevant environmental and pesticide use by-laws
 - maintain garden plot registration and waitlist
- coordinate the Richmond Community Seed Library, including:
 - selecting locally adapted species for the library
 - tracking detailed crop data such as growing conditions, isolation distances, pollination status, and genetic history
 - may include involvement in seed trials, testing seed varieties for adaptation to the local climate
 - conduct germination tests to ensure viability of seeds in library
- coordinate the Richmond Fruit Recovery Program, including:
 - work with homeowners to ensure fruit trees are pruned, fertilized and maintained using organic management practices
 - coordinate teams of volunteers to harvest fruit to deliver to the Richmond Food Bank



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- communicate about projects and programs through science media channels, social media, website, and print
- liaise with a wide range of stakeholders including city staff and officials, community centres, non-profits and partners to extend food security initiatives
- keep organized and thorough operational records of program data, results, contacts and operational details
- ensure programs and projects are implemented using best practices to a high standard and evaluated appropriately
- recruit, train and coordinate volunteers to extend and enhance program goals and reach
- other duties as required

Benefits

- work with a passionate team committed to environmental and health aspects of food security
- build extensive knowledge of organic gardening and seed saving
- practice sound project management principles
- work with stakeholders and clients, utilizing strong communication and conflict resolution skills
- develop strong oral and written communications skills including scientific and general report writing, both in text and visual formats.
- understand and use environmental laws and regulations

Requirements

- Post secondary degree or diploma in a relevant field, such as Environmental Science, Environmental Geography, Agriculture, Horticulture or Land and Food Systems
- solid working knowledge of organic gardening principles
- reliable, with excellent oral and written communication and interpersonal skills
- ability to work flexible hours, including evenings and weekends
- knowledge of food security, including urban agriculture, food gardening, seed saving, and sustainability
- demonstrated experience leading community based programs
- able to work independently and as part of a team
- Have or ability to get:
 - criminal record check with vulnerable sector search
 - Foodsafe Level 1
 - Emergency First Aid
 - BC Drivers licence
- reliable and flexible access to a vehicle and other forms of transportation



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- demonstrated experience in data collection and management
- tech savvy, and proficient in word-processing, databases, email
- graphic design experience an asset

This position is dependant on a wage subsidy and applicants must:

- be under 30 years of age
- have completed a science based degree (4 year) or diploma (2 year)
- be legally entitled to work in Canada (Canadian citizen, permanent resident, or landed immigrant)
- available to work full time (min. 35 hours/ week)
- must be unemployed or underemployed (working part time, on contract or in a field that does not match your area of study)
- have not participated in a federally funded youth employment program (contact us for more details)

If selected as a preferred candidate for this internship, a conditional offer will be made until eligibility is confirmed.

Location

This position will be based primarily out of the RFSS office in Terra Nova Rural Farm Park, Richmond, BC. Travel around Richmond will be required for meetings, programs and events.

Role details

Application deadline: August 21, 2016

Start Date: Early September, 2016

Pay: starting at \$16/hour, + 3 weeks annual vacation, + 10 annual wellness days

Hours: 35 hours per week ongoing

Application Details

In order to apply, email Anita Georgy, Executive Director at director@richmondfoodsecurity.org

Please:

- use the subject line 'Program Coordinator Internship'
- send one pdf file containing both your cover letter and resume
- use the file name 'Program Coordinator First Name Last Name'

We thank all applicants for their interest but only those receiving an interview will be contacted.

August 2016