



Contract: Riley Park Community Outreach Coordinator

Contact: Joanne MacKinnon joanne_mackinnon@lmnhs.bc.ca

Please submit a cover letter and resume with relevant experience.

The Riley Park Community Outreach Coordinator is responsible for the marketing, community engagement and outreach for our activity in Riley Park. This includes the [Riley Park Community Garden](#) (30th and Ontario), the [Fieldhouse](#) education plan, community events and celebrations. This position will take on a leadership role in outreach: contacting and engaging groups and residents to work in the garden and for them to offer workshops and activities in the fieldhouse. The Coordinator is the main contact person for our activities in Riley Park.

KEY RESPONSIBILITIES:

1. Community Outreach

- Manage and update the Garden platform, blogs, website (rileyparkgarden.org), weekly e-newsletter (mailchimp), social media (FB, Instagram) and email (main contact for the info@rileyparkgarden.org).
- Coordinate garden membership and oversight of their activities ensuring compliance with the terms and conditions. Assist with selection and contracts.
- Outreach to groups following up on the UBC LFS 350 Winter Term project to coordinate the 'Pottery Shed' Education Plan including the scheduling and bookings involving artists and other community groups in the programming as per Vancouver Parks Board (VPB) Agreement (Fieldhouse Activation initiative); target is 2 workshops or activities in the fieldhouse / week May to October; track usage and hours to report to VPB.
- Contact and liaise with corporate/group/organizations, youth groups, newcomers, food programs serving vulnerable people (example: cityview church), and seniors to be involved in our Riley Park activities.
- Organize 3 community food celebrations, and 6 community meals in the park to include approvals with VPB.

2. Record Keeping

- Recruit and manage volunteers and groups for the garden, fieldhouse, special events in Riley Park.
- Attend meetings as needed. Prepare reports as necessary for funders and contribute to funding opportunities.

REPORTING RELATIONSHIPS: Joanne MacKinnon, LMNH Community Engagement Coordinator or designate.

HOURS FOR CONTRACT: This is a part-time paid contract position requiring more time in the summer.

TERM: June to October

Submit a cover letter and resume with relevant experience to Joanne MacKinnon at joanne_mackinnon@lmnhs.bc.ca

The Riley Park Community Garden and Fieldhouse are sponsored by:

Little Mountain Neighbourhood House Society, 3981 Main Street, Vancouver Ph: (604) 879-7104