



**Richmond Food
Security Society**

Job Description - Community Development Assistant

Job Title: Community Development Assistant

Location: Richmond, BC

Reports to: Executive Director (ED)

Status: Volunteer

Responsibilities:

This role is created to suit the interests and skills of volunteers. Tasks may include assisting in:

- assisting in the development of community programs, including research on best practices
- assisting in the promotion of community based programs, including content writing, development of promotional materials and social media
- assisting in the implementation of community based programs, including attending events
- assisting in the evaluation of community based programs, including administering surveys, compiling data and analyzing results
- office administrative tasks including database entry
- other duties as identified

Requirements:

Requirements for this position will vary depending on the specific task and the individual, but may include:

- Has, or is working towards, a degree or diploma related to community planning and development, sustainable agriculture, nutrition, environmental sciences, agriculture, sociology, and food systems
- Knowledge of sustainable food systems, nutrition, agriculture, and community planning
- Strong problem solving and organizational skills
- Strong written and oral communication skills

Hours and Commitment

- determined on a case by case basis

January 2016