



**Richmond
Food
Security
Society**

Job Posting - Program Coordinator Internship

Richmond Food Security Society (RFSS) is inspiring a robust Richmond food system through education, advocacy, and community building initiatives. We are seeking a science savvy, knowledgeable, personable, organized, and passionate person to join our team.

This position is to coordinate the Richmond Community Gardens and Richmond Community Seed Library Programs. It is a one year internship that will roll into a full time position. We are looking for someone interested in a long term role, and with strong knowledge of urban agriculture and seed saving.

Ongoing Responsibilities

- coordinate the Richmond Community Gardens program, including:
 - maintaining garden plot registration and waitlist
 - ensuring community gardens comply with relevant municipal environmental, and pesticide use by-laws
 - providing knowledge and resources to over 300 gardeners on organic food production, soil science, integrated pest management, biodiversity, and plant selection
- coordinate the Richmond Community Seed Library program, including:
 - Planning, planting, and maintaining a demonstration seed saving garden, including tracking detailed crop data such as growing conditions, isolation distances, pollination status, and genetic history
 - attending community events to raise awareness and engagement in Seed Saving
 - providing knowledge and resources about seed saving to members
 - curating locally adapted species for the library
 - ensuring seeds are stored, labelled, and maintained correctly, including conducting germination tests to ensure viability of seeds in library
- communicate about projects and programs through social media, website, and print
- liaise with a wide range of stakeholders including city staff and officials, community centres, non-profits, and other partners
- 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

April 2017



Richmond Food Security Society

- recruit, train, and coordinate volunteers to extend and enhance program goals and reach
- other duties as required

Benefits

- work with a growing, passionate team committed to urban agriculture and food literacy
- be part of the thriving food security and urban agriculture movement
- build extensive knowledge of organic gardening and seed saving
- practice sound program and project management principles
- work with stakeholders and clients, utilizing strong communication and conflict resolution skills
- develop strong oral and written communications skills including report writing, both in text and visual formats.
- understand and use relevant municipal environmental laws and regulations

Requirements

- post secondary degree or diploma in a relevant field, such as Land and Food Systems, Environmental Science, Horticulture, Environmental Geography, or Agriculture
- solid working knowledge of organic gardening principles, food security, urban agriculture, food gardening, seed saving, and sustainability
- reliable, with excellent oral and written communication and interpersonal skills
- ability to work flexible hours, including evenings and weekends
- 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
 - Emergency First Aid
 - BC Drivers licence
- reliable and flexible access to a vehicle and other forms of transportation
- demonstrated experience in data collection and management
- tech savvy, and proficient in word-processing, databases, email
- ability to speak Chinese (either Mandarin or Cantonese) a strong asset
- graphic design experience an asset



Richmond Food Security Society

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 start based primarily out of the RFSS office in Paulik Park, Richmond, BC. Travel around Richmond will be required for meetings, programs, and events.

Role Details

Application deadline: April 16, 2017

Start date: Early May 2017

Pay: starting at \$17.00/hour, + 3 weeks annual vacation, + 10 annual wellness days

Hours: 35 hours per week, full time permanent

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 First Name Last Name Program Coordinator'

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

April 2017