

# Food & Farm Heritage Programs Coordinator

Pender Island Community Hall is now accepting applications for the position as Food and Farm Heritage Programs Coordinator. This position is offered within an environment where growth, learning and personal challenges are supported and encouraged.

<b>Food and Farm Programs duties:</b> <ul style="list-style-type: none"><li>- Assist with existing Food Programs (Markets, community meals...)</li><li>- Liaise with farmers, artists and artisans</li><li>- Develop and lead farm &amp; heritage crafts and activities for all ages</li><li>- Interview growers &amp; makers for social media posts</li><li>- Arrange Farm Tours and fun work bees</li><li>- Develop Youth Leadership activities in conjunction with Adventure Earth</li><li>- Budgeting &amp; purchasing for the programs</li><li>- Supervise &amp; provide support to volunteers &amp; youth leadership programs</li></ul>	<b>Heritage Programs duties :</b> <ul style="list-style-type: none"><li>- Develop a farm and heritage skills database</li><li>- General office administration</li><li>- Liaise &amp; collaborate with community organizations</li><li>- Organize special events &amp; regular activities</li><li>- Assist with regular events &amp; activities</li><li>- Promotion, advertising, marketing &amp; PR</li><li>- Work collaboratively with the Hall Manager</li><li>- Research Hall and Community Heritage</li><li>- Carry out additional duties as required</li></ul>
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## Preferred skills and knowledge:

- Able to lift and carry 30 - 40lbs.
- Experience developing and leading activities.
- Interest or knowledge in heritage, rural or farm life skills and culture.
- Good communication (verbal and written), customer service, and interpersonal skills.
- Knowledge of local activities, resources and community groups
- Working towards a degree in Agriculture, Management, Business, Tourism, Community Development...
- Foodsafe (preferred)
- Current First Aid Training with CPR & AED
- Current acceptable Criminal Records Check

This position is dependent on funding from Young Canada Works, as such it is only available to those who are: Canadian citizen or a permanent resident, or have refugee status in Canada. Legally entitled to work in Canada. Are between 16 and 30 years of age at the start of employment. Will not have another full-time job (over 30 hours a week) during the YCW work assignment. Have been a part time or full-time high school, college, CEGEP, or university student in the semester preceding the YCW work assignment; and Intend to return to full-time studies in the semester following the YCW work assignment.

**Start Date:** Open Until Filled – We will begin reviewing applications on Oct 2, 2021

Depending on the successful applicant's availability, hours could be set anywhere between 18 to 35 hours per week. A total of 640 hours are available between start and March 31, 2022. Some hours can be done virtually.

**Wage Range :** \$17.10 - \$18.50 per hour depending on experience

Please email a resume and cover letter to: [bookings@penderislands.org](mailto:bookings@penderislands.org)

