

JOB POSTING

COMMUNITY GARDENS COORDINATOR

12 WEEK TERM, 1 SUMMER STUDENT POSITION AVAILABLE

WEST BROADWAY COMMUNITY ORGANIZATION (WBCO)



WBCO is a not-for-profit organization working to coordinate neighbourhood renewal in our inner-city community. WBCO works with residents and stakeholders toward environmentally sustainable, social and economic revitalization of the West Broadway neighbourhood.

This position will support community gardening and composting activities in West Broadway. The goals are as follows:

- Support and build capacity in the local management of community gardens
- Provide educational opportunities with residents
- Uphold the goals of West Broadway's Greenspace Development Plan and Five-Year Community Plan

Responsibilities:

Community engagement

- Coordinate volunteer involvement and logistics in eight community gardens and six community composting sites
- Support community gardeners needs, providing resources and assistance when possible

Program development and support

- Support volunteer activity and programming at the Clinic Garden Permaculture Site
- Program development and building partnerships at the Kids Garden
- Provide environmental education opportunities with local residents (Workshops, demonstrations, field trips, presentations, volunteer work parties, etc.)
- Support WBCO's Board of Directors in their efforts in renewing 198 Sherbrook
- Continue to manage West Broadway's Tall Grass Prairie Restoration Site plans

Staff supervision and administration

- Supervise two full time Urban Green Team staff and three Green Wave students twice a week
- Report writing, tracking project activities
- Work with community partners, City of Winnipeg and other stakeholders.

Communication and collaboration

- Communications on greening, gardening and composting activities
- Network with Greening Coordinators in other neighbourhoods
- Assistance with WBCO events and planning as needed
- Promotion of greening activities through greening email list, posters, social media

Qualifications:

Training and knowledge

- Must have some horticultural, gardening and composting training, knowledge and experience
- Knowledge and experience in Community Development and Community Economic Development, working with people from diverse backgrounds, experience working in the inner-city
- CPR/First Aid preferred

Leadership and community engagement

- Experience organizing committees, hosting meetings, taking minutes
- Experience organizing and leading workshops, sharing skills and building capacity
- Experience supervising others
- Experience and training in conflict mediation, strong inter-personal skills
- Pro-active leader, positive attitude, enjoys taking initiative, works well independently and in a team

Program development and administration

- Good problem-solving skills
- Excellent oral and written work
- Proven experience delivering results on time and on budget
- Knowledge of Microsoft Office, keyboarding
- Willing to consent to a criminal record check

Salary and hours of work:

\$15/hour; 35 hours/week for 12 weeks, June 5th-August 25th, 2017. Monday-Friday. Occasional evening and weekend hours required.

Terms of work:

This is an internship funded by Canada Summer Jobs, Service Canada. The funding stipulates that the employee must be between 15 and 30 years of age at the time of hire; and have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year.

Preference will be given to students living in the West Broadway neighbourhood.

How to apply:

Please submit resume and cover letter by **Monday, May 8th, 2017** to:

Zorya Arrow, Manager of Green Space Programming
West Broadway Community Organization
608 Broadway, Winnipeg, MB R3C 0W8

Phone: 204-774-7201 Ext. 4 | Fax: 204-779-2203 | gardens@westbroadway.mb.ca

Thank you to all those who apply, only those selected for an interview will be contacted.