



Vancouver Urban Farming Society Program Coordinator Call for Applicants Applications Due by November 6 at 5 PM

About the Vancouver Urban Farming Society

The Vancouver Urban Farming Society (VUFS) works to strengthen urban farming through education, networking, advocacy and business support towards our mission of growing urban farming in Vancouver and beyond. We do so through programming and events, maintaining a strong network, working with policymakers, as well as public education and engagement. You can learn more about us at www.urbanfarmers.ca.

About the Position

VUFS is looking for a part-time Program Coordinator to join the team and deliver our programming as well as perform other support tasks for the society in collaboration with the VUFS Executive Director. VUFS is a small grassroots organization and as such we are looking for a Program Coordinator who is able to thrive in this type of environment and work both independently as well as someone who is deeply collaborative, resourceful, and flexible.

This is a contract position beginning ASAP until June 30, 2015. The position may be extended beyond this period and/or additional hours of work may become available contingent on funding. The number of hours of work per week will vary but you should expect to work 6-10 hours per week on average depending on the agreed upon compensation. Compensation will be commensurate with experience. The work schedule is flexible and will require some evening and weekend availability. You must be available all day on November 30, 2014 to support the Vancouver Urban Farming Forum.

Roles and Responsibilities

- Coordinate 4 urban farmer skill building workshops
- Support the 2014 Vancouver Urban Farming Forum
- Help develop and coordinate the 2015 Vancouver Urban Farm Bus Tour
- Help develop and coordinate the Urban Farm Tool Share Program
- Develop an urban farm supplier and resource directory for the VUFS website
- Other responsibilities as agreed upon with the VUFS Executive Director

Qualifications

- Experience in urban farming and/or urban agriculture and other forms of small-scale sustainable agriculture considered a strong asset
- Proven leadership and outstanding organizational abilities, ideally within a non-profit and/or grassroots environment

- Experience coordinating programs including managing partner relationships, managing budgets, promotions, and stakeholder consultation
- Excellent oral and written communication skills, outreach ability, and community/stakeholder engagement
- Proficiency with several online platforms including WordPress, MailChimp, various social media, and design programs (e.g. Adobe Suite) considered an asset
- Access to a computer, phone, and home/personal office

How to Apply

Please send a cover letter and resume to Zsuzsi Fodor research@urbanfarmers.ca by November 6 at 5 PM. Please no phone inquiries. We thank all applicants for their interest however only short listed candidates will be contacted for an interview.