



Vancouver Urban Farming Society Program Coordinator Call for Applicants Applications Due by June 10 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 Manager to join the team to oversee all aspects of the society with a strong focus on strategic planning and fund development. VUFS is a small organization looking to achieve great things and as such we are looking for a Manager who is able to thrive in this type of environment and work both independently as well as in a collaborative environment. Must be resourceful and flexible.

This is a contract position beginning July 1, 2015 until December 31, 2015 for 15 hours/week plus up to 14 hours of paid training/transition planning with the outgoing VUFS Manager to occur at a mutually determined schedule between June 22 and 30. The position may be extended beyond December 2015 and/or additional hours of work may become available contingent on funding. The work schedule is flexible and will require some evening and weekend availability. You must be available all day on November 21, 2015 to support the Vancouver Urban Farming Forum.

The hourly rate is \$20-25 commensurate with experience.

Roles and Responsibilities

- Manage core operations and administration of VUFS including finances, communications, and membership
- Overseeing and working with the VUFS Program Coordinator to ensure successful implementation of VUFS programming including the 2015 Vancouver Urban Farming Forum
- Liaising with the VUFS Board of Directors and attending monthly board meetings
- Driving and supporting the VUFS Strategic Planning process
- Grant writing to support VUFS work as well as liaising with funders and completing all grant reports

- Other responsibilities as agreed upon with the VUFS Board of Directors including implementation of new grant deliverables contingent on receiving funding

Qualifications

- Knowledge of urban farming and/or urban agriculture and other forms of small-scale sustainable agriculture and food systems considered a strong asset
- Proven leadership and outstanding organizational abilities, ideally within a non-profit and/or grassroots environment
- Previous experience in strategic planning processes an asset
- Demonstrated self-starter and is confident, reliable, responsible and flexible
- Experience overseeing a program coordinator or equivalent experience
- Excellent oral and written communication skills, outreach ability, and community/stakeholder engagement
- Ability to communicate with people from different sectors
- Strong administrative and time management skills and the ability to create and stick to a work plan while reporting to a board of directors
- 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 zsuzsi@urbanfarmers.ca by June 10 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.