

Administrative/Communications Support

Starts: May 01, 2017 - Ends: July 21, 2017

\$15/hr - 30hrs week

General Overview:

The Administrative/Communications Support person manages the LifeCycles office and supports administrative tasks for LifeCycles including answering phones, e-mails filing and general office management functions. The position will also support the communication of LifeCycles' vision, goals and successes and enable the storytelling capacity of LifeCycles to target audiences, including: members, volunteers, funders, allies, partners and the general public.

Key Responsibilities:

- Monitor and answer email and telephone
- Act as the point person for general office visitors in a knowledgeable and professional manner
- Manage cleanliness and organization of office
- Support newsletter and annual report design and distribution
- Direct support for the Executive Director in organizing and scheduling organizational work
- Oversee social media strategy and posting for the organization
- Support organization of logistics and coordination of LifeCycles Annual General Meeting
- Develop communications materials, including photographs, to communicate the story of LifeCycles work

Key Qualifications:

- Applicants must have been a full-time student during the previous academic year, and intend to return to school full-time for the next academic year
- Applicants must be 15-30 years old at the start of the employment
- Highly organized
- Excellent Customer Service skills
- Familiarity with the non-profit sector
- Highly efficient
- Excellent attention to detail
- Ability to support others
- Ability to prioritize tasks with little guidance
- Fluency and comfort with multiple communications technologies and office computing
- Preferred post-secondary education in: Communications and marketing, business and project management, Administrative or Office Management Studies

Please submit a resume and cover letter to diggers@lifecyclesproject.ca by Thursday, April 20th

Food Education Support

Starts: May 01, 2017 - Ends: July 21, 2017 (12 weeks)

\$15/hr - 30hrs week

General Overview:

The Food Education Support will work collaboratively with LifeCycle's staff to support the delivery of garden programs and healthy outdoor activities for youth, adults and seniors. They will support and be supported by the Community Food Program, the Seed Library, Growing Schools and the Welland Legacy Orchard.

Key Responsibilities:

The Food Education Support will be responsible for:

- Organizing logistics and coordination of several food field trips for
- Coordinating community engagement dialogues/meals with people living in food insecurity
- Recruiting and engaging volunteers from communities of high vulnerability to participate in LifeCycles ongoing projects
- Supporting community garden, seed and food programming
- Communicating and building relationships with multiple partner agencies
- Communications and outreach, including at community events and through social media

Key Qualifications:

- Applicants must have been a full-time student during the previous academic year, and intend to return to school full-time for the next academic year
- Applicants must be 15-30 years old at the start of the employment
- Post-secondary education or equivalent life experience in: Environmental Science, Environmental Studies, Health and Nutrition, Geography and Mapping, Youth and Social Service Workers, Social Science, Education. This job provides an opportunity to apply the principles and theory learned in school to a community setting and personal experience
- Experiences within food access or food literacy programming, community engagement, and/or experiential education
- Experience supporting programs in a community organization
- Some familiarity with food systems
- Experience and knowledge with gardening, cooking, orchard management and/or seed saving
- Experience working with people from diverse backgrounds
- Recent experience delivering education in schools or community centres considered an asset
- Strong understanding of food security, food justice and social justice and cultural contexts within BC

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Volunteer Engagement Support

Position Starts: June 5th - August 25th, 2017 (12 weeks)

\$15/hr 30hrs week

General Overview:

Support the delivery of Food Education and Food Access programming through connecting with partner agencies, recruiting and working with clients with barriers.

Key Responsibilities:

The Volunteer Engagement Support person will be responsible for:

- Coordination and leading of community fruit picks
- Support the coordination and engagement of volunteers including pickers, volunteer fruit redistributors and data entry volunteers as well as tree owners and fruit recipients
- Connect with partner organizations and support the recruitment of volunteers with barriers participating in the Fruit Tree Project
- Support the Fruit Tree Project team through the summer picking season
- Organize fruit in our distribution warehouse and support fruit distribution to over 40 partner agencies across the Capital Region
- Respond to community requests for: information about project, fruit tree maintenance, harvest requests, fruit donations and other gleaning opportunities
- Communications and outreach, including at community events and through social media

Key Qualifications:

- Applicants must have been a full-time student during the previous academic year, and intend to return to school full-time for the next academic year
- Applicants must be 15-30 years old at the start of the employment
- Experiences within food access or food literacy programming, community engagement, and/or experiential education
- Experience supporting programs in a community organization
- Some familiarity with food systems and fruit trees
- Experience working with people from diverse backgrounds
- Clear communication with an ability to work with a diverse range of people
- Current BC drivers license
- Post-secondary education or equivalent life experience in one of the following fields of study: Education, Health Sciences, Social Development, Social Work or Environmental Studies.

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Community Food Access Support

Position Starts: June 5th - Ends: August 25th, 2017 (12 weeks)

\$15/hr 30hrs week

General Overview:

Work with local food banks, shelters and community centers to increase access to local fruits and vegetables for people living in poverty. Support clients of these organizations by providing training and support to participate in LifeCycles harvesting activities.

Key Responsibilities:

The Community Food Access Support person will be responsible for:

- Supporting volunteer engagement in LifeCycles' Farm Gleaning Project
- Coordination and leading of community fruit picks in partnership with community agencies
- Support the coordination and engagement of volunteers including pickers, volunteer fruit redistributors and data entry volunteers as well as tree owners and fruit recipients
- Connect with partner organizations and support the recruitment of volunteers with barriers participating in the Fruit Tree Project.
- Connect with community partners to support community juicing days, shared kitchen space, van sharing and other events

Key Qualifications:

- Applicants must have been a full-time student during the previous academic year, and intend to return to school full-time for the next academic year
- Applicants must be 15-30 years old at the start of the employment
- Experiences within food access or food literacy programming, community engagement, and/or experiential education
- Experience supporting programs in a community organization
- Some familiarity with food systems and fruit trees
- Experience working with people from diverse backgrounds
- Clear communication with an ability to work with a diverse range of people
- Current BC drivers license
- Post-secondary education or equivalent life experience in one of the following fields of study: Education, Health Sciences, Social Development, Social Work or Environmental Studies.

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