

## EMPLOYMENT OPPORTUNITY

# Community Education Program Assistant

### About:

LifeCycles is a charitable society working to cultivate community health by connecting people with the food they eat and the land it comes from. We support the region in growing, accessing and eating local food in ways that foster biodiversity and enhance our urban environment. Learn more about our work at [lifecyclesproject.ca](http://lifecyclesproject.ca)

For 25 years, LifeCycles' Growing Schools program has been sowing seeds with children and youth and transforming school grounds into biodiverse outdoor classrooms. Through our programs, we aim to empower students and teachers to participate in their local food systems and build a deeper relationship with the natural world.

This spring, we are working with the City of Victoria's Get Growing program to distribute free vegetable seedlings to school partners and community organizations. We will also be delivering gardening and food literacy workshops at several schools across the region.

LifeCycles also operates a Seed Library and Urban Learning Garden at the Central Library Branch in Victoria as an educational hub and demonstration site.

These programs are an ideal way to bring community together to share knowledge, enhance food literacy, and connect people to the land. The Community Education Program Assistant will be involved in supporting these activities.

### Key Responsibilities:

- Assist with the coordination and distribution of seedlings provided through the [City of Victoria's Get Growing](#) program. This will include driving our large van to seedlings to school locations and public distribution sites.
- Assist with the delivery of school-based workshops and garden maintenance activities, working alongside youth and community members
- Assist with program preparation, purchasing, and organizing materials including ensuring that tools and equipment are properly cleaned and maintained
- Assist with preparing educational materials
- Support with social media and communications tasks as needed
- Support other LifeCycles projects as time and needs allow
- The position will require both outdoor and indoor work. Outdoors it will require the ability to lift 20-30 lbs as well as climb stairs, walk, kneel or squat, bend, and shovel. Indoors it will require working at a computer for several hours at a time.

## Qualifications:

- Be eligible under Canada Summer Jobs guidelines. Applicants must be between 18 - 30 years old, and be Permanent Residents/ Canadian Citizens.
- Knowledge and experience in gardening, farming, agriculture, horticulture or a similar field
- Experience working with youth and people from diverse backgrounds
- Well-organized, able to prioritize tasks, flexible to changing work schedules, and able to meet deadlines
- Must be able to work independently and as part of a team
- Class 5 Driver's license and a clean driving record
- Current First Aid certification an asset
- Ability to communicate well both verbally and in writing
- Knowledge of digital tools (Zoom, Google Suite, Canva) and social media (Facebook, Instagram, Twitter) are beneficial, but not required
- Awareness of food security issues and sustainability on Vancouver Island and in BC

## Position details:

Start date: **May 10, 2021**

30 - 35 hours/week for 12 weeks, \$19.00/hour

**This position is contingent on receiving funding through Canada Summer Jobs.**

All work will be conducted with adherence to current Public Health Orders and COVID-19 safety practices. A vulnerable sector criminal reference check will be required.

**Send applications by email to [info@lifecyclesproject.ca](mailto:info@lifecyclesproject.ca) by Sunday, May 2, 2021**

Please email your application materials (resume and cover letter, ideally as one pdf) with the subject line: "Community Education Program Assistant."

**\*\*Please include your last name in the filename(s) of your application materials.\*\***

LifeCycles Project Society is an equal opportunity employer. We encourage women, people of Indigenous ancestry, people of colour, LGBTQIP2SA individuals and members of other diverse communities to apply for careers with our organization. LifeCycles operates on unceded Coast Salish Territories, specifically of the Lekwungen and W\_SÁNEC peoples.

We thank everyone for their interest, but only those selected for interviews will be contacted.