



## Employment Opportunity Harvest Assistant

**POSTED BY: LifeCycles Project Society**

**Start Date:** August 2, 2022

**End Date:** October 28, 2022

**Hours/week:** 30 hours

**Wage:** \$19.50/hr - \$23/hr

### 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. Our projects operate on unceded Coast Salish Territories, specifically of the Lekwungen and W\_SÁNEC peoples, with some work also taking place in territories of the T'Sou-ke people – learn more about our work at [lifecyclesproject.ca](http://lifecyclesproject.ca)

LifeCycles is seeking a staff person to support harvest coordination, distribution and volunteer training for the LifeCycles Fruit Tree and Farm Gleaning Projects. The successful candidate will work as part of a small staff team to successfully coordinate all of our food gleaning activities through the 2022 harvest season. This is a physically demanding position that involves working with a team of ~40 key volunteers to support a larger volunteer community of ~400 people in picking, sorting and distributing over 40,000 pounds of produce gleaned from hundreds of backyards and several farms.

The Harvest Assistant oversees and coordinates the logistics of our large community-powered harvest. This requires regular use of our fruit tree database and harvest scheduling systems. The Harvest Assistant also regularly fields inquiries from tree owners, volunteers and farms, manages the collection of harvest data, and helps facilitate volunteer orientations.

### KEY ATTRIBUTES

- Able to work independently - you can learn to identify what needs to be done and get to it without being told
- Able to work as part of a team - you are responsible and demonstrate follow-through, you can effectively collaborate with both volunteers and staff, and feel comfortable teaching others in individual and group settings
- Effective communicator - you can write clear emails to diverse audiences and can offer feedback on organizational practices to improve the way things are done
- Problem solver - you learn quickly, can spot problems or gaps and are excited to help make systems more efficient and impactful

- Willing to labour - you are able to climb ladders, carry picking equipment, and move 20 pound boxes of fruit
- Comfortable using a database- you have some experience using IT communication tools and can learn to use new software
- You would feel comfortable driving our large harvest vans and have a valid driver's license and clean driving record
- You're interested in what we do - you have some understanding of food security and sustainability on Vancouver Island

## **KEY RESPONSIBILITIES**

### **Volunteer Training/Support**

- Support staff members in the onboarding and coordination of volunteers
- Follow up with key volunteers and ensure all program participants feel supported
- Train volunteers on outings and help them navigate the harvest scheduling system
- Communicate with homeowners and volunteers to ensure smooth operations and clear expectations
- Support the training of harvest leaders to lead volunteers on fruit tree picks using best harvesting practices
- Support volunteer pickers to negotiate the harvest scheduling system
- Liaise with tree owners, answer questions, confirm picking schedule and solicit feedback
- Support Harvest Leaders and ensure communication with volunteers and homeowners is consistent, clear and timely
- Respond to community requests for information about the project, fruit tree care, harvest requests, fruit donations and other gleaning opportunities

### **Harvest Support**

- Source boxes and other materials needed to keep supplies stocked for fruit picks
- Lead fruit pick outings regularly and assess trees for picking suitability
- Keep the vans and tools in good working condition
- Assist with other emergent/unexpected tasks as needed, including events and outreach
- Support tree assessment and ensure all newly registered trees are appropriately assessed, either by volunteers or through analysis of previous year's records

### **Food Distribution**

- Manage the efficient storage of fruit, and ensure the cooler remains organized
- Help run weekly fruit sorting sessions, and move fruit to our community partners
- With Fruit Tree staff, coordinate requests and systems for weekly and special event redistribution
- Track and record all data related to food distribution

### **Program Development and Evaluation**

- Support Program Manager in ongoing evaluation and development of systems for managing logistics and communications for all our gleaning work and associated social enterprises;
- Contribute content to organizational communications such as newsletters and social media
- Contribute content to End of Season Report

*All work will be conducted with adherence to current COVID-19 safety protocols.*

**TO APPLY**, email your resume and cover letter (as a single PDF) to Hiring Team at [info@lifecyclesproject.ca](mailto:info@lifecyclesproject.ca) by July 24, 2022. Please use the subject line: "Harvest Assistant."

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

*LifeCycles Project is committed to creating a diverse and inclusive work environment. As an equal opportunity employer, we encourage women, Indigenous folks, people of colour, LGBTQQIP2SAA individuals and members of other diverse communities to apply for positions within our organization.*

*We sincerely thank all candidates for their interest. However, only those selected for an interview will be notified.*