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## EMPLOYMENT OPPORTUNITY

# LifeCycles Education Assistant

### POSITION DETAILS

**Title:** Education Assistant

**Term date:** July 6, 2026 - September 11, 2026

**Hours/week:** 35 hrs per week, some evenings and weekends may be required, remote work required.

**Wage:** \$24 per hour

*This job is funded by the Canada Summer Jobs grant. Applicants must be between 15 - 30 years old, and be Permanent Residents/Canadian Citizens to be eligible.*

### ABOUT THIS OPPORTUNITY

LifeCycles cultivates healthy communities by bringing people together to grow, harvest, and share local foods. Working in urban gardens and orchards, we are reimagining the way that we live and eat in cities. We believe that food is at the heart of thriving, diverse communities and a healthy planet. Our programs distribute fresh local produce to community members and service agencies, while mentoring the next generation of food leaders. Through transformative learning experiences, we strengthen our connections with each other, the food we eat, and the land it comes from. In doing so, we are building a more resilient and equitable food future.

Our projects operate on unceded Coast Salish Territories, specifically the lands of the Lekwungen and WASÁNEC peoples. For more information about what we do, visit: [www.lifecyclesproject.ca](http://www.lifecyclesproject.ca)

### OVERVIEW

The Education Assistant will work at a variety of sites, including the Lifecycles office in Esquimalt, the downtown branch of the Greater Victoria Public Library, and Welland Orchard. Welland Legacy Park houses a community orchard that is among the largest & most diverse in Canada. Together with the Town of View Royal and dozens of volunteers, LifeCycles is working to create a new model of public park stewardship, protecting and nurturing this local treasure. The Orchard is the main site where Lifecycles hosts monthly workshops on a variety of topics relating to fruit tree care, pollinator habitat and growing your own food. The Fruit Tree Project also hosts several workshops on fruit processing and preservation. The role will also include development and delivery of Seed Library related workshops and events located at the GVPL.

### KEY RESPONSIBILITIES:

This person will report directly to the Welland Coordinator, and work with the Fruit Tree Project Manager and the Communications Coordinator closely.

#### Seed Library

- Liaising with the libraries to ensure seeds are stocked
- Coordinating events with the libraries

## **Workshops and Events**

- Preparing Eventbrite postings
- Coordinate purchasing of workshop supplies
- Work with outside facilitators to develop workshops and support delivery
- Update and format workshop materials
- Table and represent Lifecycles at events and markets

## **Program and Volunteer Coordination**

- Assist in the creation of educational signage that pertains to our ongoing programming
- Assist with care of Welland Orchard including but not limited to supporting with workparties, weeding, pruning and general site maintenance
- Attend LifeCycles staff meetings, as necessary

## **QUALIFICATIONS:**

- Able to work independently and as part of a team
- Methodical, detail oriented, and observant
- Open to working some weekends
- Experience working in a physically demanding setting
- Willingness to work hard for the satisfaction of a job well done in all weather conditions
- Experience in volunteer/event coordination and fruit tree care, gardening/landscaping/farming preferred.
- Awareness of food security issues and sustainability on Vancouver Island and in BC

**Please send applications by email to** Alex at [info@lifecyclesproject.ca](mailto:info@lifecyclesproject.ca) by May 13th, 2025.

Please email your application resume and cover letter (ideally as one pdf) with the subject line: "Education 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.*

*We also understand that statistically, marginalized groups will only apply for a position if they meet 100% of the qualifications while dominant groups will apply when they meet only 60%. We encourage you to apply even if you do not feel that you meet 100% of the above job description qualifications.*

*LifeCycles runs programs on unceded Coast Salish Territories, specifically of the Kosapum, Songhees, and WASÁNEC Peoples.*

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

