



WORKING WOMEN COMMUNITY CENTRE
Internal or External Job Posting

COMMUNITY GARDEN ASSISTANT
2 Positions

Position Title	: <i>Community Garden Assistant</i>
Status	: <i>Canada Summer Jobs (8 weeks)</i>
Reports to	: <i>Food Security Coordinator and Senior Program Manager</i>
Works with	: <i>WWCC Food Programming and Oriole Community Garden</i>
Position details	: <i>30 hours week</i>
Hourly Rate	: <i>\$16.55/hour</i>
Job Posting Date	: <i>April 2024</i>
Start Date (Position 1)	: <i>May 21st, 2024</i>
Start Date (Position 2)	: <i>July 8th, 2024</i>

Working Women Community Centre (WWCC) is a non-profit, community-based immigrant and refugee women's organization providing a wide variety of services such as community development, settlement counselling, employment and placement support, support groups and English Language classes. All staff of the agency is responsible for demonstrating support and commitment to the mandate and objectives of the Centre. Staff is expected to work in the spirit of cooperation and to actively promote harmonious relations among staff members.

The focus of this position is to work on the gardening initiative as part of the broader Food Security Program with the Food Security Coordinator to build a healthy community together through food and a holistic and comprehensive continuum of food programming.

Objectives:

- 1. Facilitate harmonious community participation at the Oriole Community Garden.*
- 2. To support the Food Security team in broader programming.*

RESPONSIBILITIES

- Full range of garden tasks/activities: including weeding, water access, plot maintenance, shed organizing, raspberry bush maintenance etc.
- Community Engagement: including creating a welcoming environment for volunteers, mentoring gardening volunteers, interacting with the gardeners, leading garden tours.
- Support and supervise residents' adherence to rules of the garden;
- Assist with planning of garden workshops (virtual or in person)
- Coordinate and work collaboratively with garden council and garden volunteers;
- Assist with statistical and administrative documentation;
- Contribute to broader food security programming;
- Actively participate in learning about Working Women Community Centre and the services in the area;
- Must be available to work evenings and weekends
- This is a great position for anyone who enjoys the outdoors and nature



QUALIFICATIONS

- Knowledge of Don Mills-Sheppard area and surrounding neighborhoods and/or fluency in a language of the communities we serve (e.g. Mandarin, Farsi, Arabic, Spanish) is an asset
- Strong interpersonal and communication skills, must like working with others
- Respect for different perspectives
- Problem-solving and critical thinking skills
- Experience in program assistance or program delivery, ideally working in a culturally diverse community-based setting
- Proficiency in MS suite, online platforms (ZOOM, MS Teams, Facebook Live)
- Ability to work well with diverse community members, volunteers, and agency representatives
- Quick learner

Eligible Participants: To be eligible for CSJ, participants must:

- **Be between 15 AND 30 YEARS OF AGE (INCLUSIVELY) at the time of intake/selection;**
- **Be Canadian citizens, permanent residents or persons on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;**
- **Be legally entitled to work according to relevant federal and provincial/territorial legislation and regulations; and**
- **Not hold another full-time (30 or more hours) summer job during their placement.**

“Under the contribution agreement for Canada Summer Jobs, we are not permitted to hire anyone who is related to a WWCC employee.”

Please submit your resume by 5:00 p.m. on Friday, May 10th, 2024 to:

Ana Cuciureanu

Food Security/Garden Coordinator

Working Women Community Centre

e-mail: acuciureanu@workingwomenscc.org

We thank all those who have applied, however, only applicants selected for an interview will be contacted. No phone calls please.

Working Women Community Centre is an equal opportunity employer and welcomes applicants from equity seeking groups. WWCC encourages applications from candidates with diverse cultural backgrounds, visible minorities, Aboriginal people, and people with disabilities. The Centre is a scent-free environment.