

## Fruit Harvest Facilitator Summer Student

<b>Job Title:</b>	Fruit Harvest Facilitator Summer Student
<b>Hourly Rate:</b>	\$18/hour
<b>Reports to:</b>	Project Lead
<b>Position type:</b>	30 hours/week, June – September 2024
<b>Location:</b>	Eastern Ontario, remote office, must live locally in the National Capital Region for in-person activities

### Job Summary

EnviroCentre is an Ottawa-based environmental not-for-profit that supports residents, businesses and communities to find practical ways to reduce their environmental impact. Our four key impact areas are Green Homes, Green Business, Green Transportation and Green Future. We have been working for twenty-five years to promote practical climate action and awareness in our local communities, and we are one of the leading local agencies in environmental action.

We are seeking an enthusiastic, independent people-person who shares our passion for creating a food-tree friendly city to join us as a fruit harvester.

The Fruit Harvester Facilitator supports the rescue of fruit by assisting in the coordination of EnviroCentre's Hidden Harvest program delivery including harvest events, community outreach, and enabling harvest leaders and volunteers to make more events happen. With your help, our Neighbourhood Leaders and other volunteers will harvest hundreds of trees and share the bounty with thousands of people through local community food programs, food banks, and volunteers.

### Key Responsibilities

Your primary role as Fruit Harvest Facilitator is to support our broad base of volunteers through email, communication materials, and at in-person events, as required. You will be responsible for:

- Facilitating the coordination of harvest events, ensuring they are conducted in a safe, respectful, and positive manner.
- Supporting volunteer Neighborhood Leaders in delivering events, ensuring they have access to the equipment and information needed.
- Supporting harvest event delivery as needed, and ensuring higher profile events are seamlessly delivered.
- Building positive community relationships with tree owners, volunteers, food agencies, and local food producers.
- Recruiting and supporting new harvest volunteers, leaders, and tree owners.
- Communicating with EnviroCentre program staff on a regular basis.

- Creating content for website and social media.
- Other tasks as assigned and required.

You will be provided with harvest leader training, access to learning materials, support for skills development, and an evaluation of your work.

### **Qualifications and Skills Sought**

- Interest or experience in local food initiatives and/or fruit trees.
- A positive attitude, excellent written and verbal communication skills.
- Experience in facilitation, teaching, or leading groups.
- Experience in event coordination or customer service.
- Tech savviness.
- Access to a computer and phone for work purposes.
- Post-secondary students and/or recent graduates are encouraged to apply.

### **Qualifications Required**

This position is made possible through the support of the Canada Summer Jobs Program ([jobbank.gc.ca/youth](http://jobbank.gc.ca/youth)), and as such, it is a requirement of this position that the individual hired must:

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*Proof of the above qualifications may be requested at a later time.*

### **Working Conditions**

- EnviroCentre is a virtual workplace and will provide all necessary technology and IT support to ensure employees have the tools they require to effectively work from home.
- Part of a passionate team of environmental leaders who lead by example and are proud to be contributing to Ottawa's Climate Targets.
- Home-office environment with frequent computer use.
- Flexibility regarding your hours.
- You will report to the Project Lead, with regular meetings to review tasks completed and upcoming priorities.
- You will also be in regular communication with key Neighbourhood Leaders, volunteer harvesters, tree owners, and community partners across the city.

EnviroCentre is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, provincial, or municipal laws. EnviroCentre is committed to a workplace where everyone can participate safely, freely and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-seeking groups.

EnviroCentre recognizes a diversity of backgrounds and experience. If you do not have the formal experience described but can meet the requirements of the role and are willing to learn, we encourage you to apply and make your case in your cover letter. We are interested in a diverse team and willing to train the right person.

EnviroCentre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

### **How to Apply**

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and qualifications.

**Application Deadline:** May 24, 2024

**Anticipated start date:** June 2024

### **Important:**

Please send your resume and cover letter in one document to [info@envirocentre.ca](mailto:info@envirocentre.ca)

Please ensure your resume file (PDF) includes your first and last name and the reference number (Reference# EC202412)

Example: Firstname\_Lastname\_ EC202412

Please also put the Reference# EC202412 in the subject line of your email.

*We thank all applicants for their interest, however only candidates selected for an interview will be contacted.*