

JOB POSTING

GARDEN AND COMPOST INITIATIVES COORDINATOR

14 WEEK TERM (SUMMER), 1 POSITION AVAILABLE

WEST BROADWAY COMMUNITY ORGANIZATION



West Broadway Community Organization (WBCO) is a not-for-profit, charitable organization working to coordinate and support social and economic development efforts in Winnipeg's West Broadway neighbourhood. WBCO works with residents and stakeholders toward environmentally sustainable, social and economic revitalization of the West Broadway neighbourhood.

The Garden and Compost Initiatives Coordinator will support the local management of community gardens and compost sites through information gathering, analysis, and creation of a West Broadway Gardens overview document outlining the current capacity of community gardens in the West Broadway neighbourhood. Working alongside the Community Gardens Coordinator, this position will also play a large role in supporting community composting activities in West Broadway this summer, including maintaining current compost sites, providing educational opportunities for residents, and upholding the goals of West Broadway's Greenspace Development Plan and Five-Year Community Plan.

Responsibilities:

- Gather and compile local history, knowledge and statistics into a well thought out, clear document outlining key information on West Broadway's eight community gardens and six community composting sites.
- Manage and maintain WBCO's six community composting sites including: turning compost piles regularly, maintaining, repairing, and replacing compost bins where necessary, distributing compost to community gardeners, creating and replacing compost bin signage
- Support community gardeners needs, providing resources and assistance when possible
- Provide environmental education opportunities with local residents such as workshops, demonstrations, field trips, presentations, volunteer work parties, etc. to teach residents about and promote composting
- Alongside Community Gardens Coordinator, Supervise and delegate work to two Urban Green Team Workers
- Report writing, tracking project activities
- Work with community partners, City of Winnipeg and other stakeholders.
- Communications on composting activities
- Network with Greening Coordinators in other neighbourhoods
- Assistance with WBCO events and planning as needed
- Promotion of greening activities through greening email list, posters, social media

Qualifications:

Training and knowledge

- Must have some horticultural, gardening and composting training, knowledge or experience
- Experience creating large summary documents
- Knowledge and experience in Community Development and Community Economic Development, working with people from diverse backgrounds, experience working in the inner-city an asset
- CPR/First Aid preferred

Leadership and community engagement

- Experience organizing and leading workshops, sharing skills and building capacity
- Experience supervising others
- Experience and training in conflict mediation, strong interpersonal skills
- Proactive leader, positive attitude, enjoys taking initiative, works well independently and in a team

Qualifications (continued):

Program development and administration

- Good problem-solving skills
- Excellent oral and written work
- Proven experience delivering results on time and on budget
- Knowledge of Microsoft Office, keyboarding
- Ability to work outdoors in many types of weather and do physical labour in compost sites
- Ability to lift 40 pounds
- Ability to work well independently (self-directed work habits) and with a team
- Ability to obtain clear Child Abuse Registry Check
- Must be fully vaccinated for COVID-19

Salary and hours of work:

\$16/hour; 35 hours/week for 14 weeks (May 30th-Sept 2, 2022). Monday-Friday. Occasional evening and weekend hours required.

Terms of work:

This is a position funded by Canada Summer Jobs, Service Canada. The funding stipulates that the employee must be between 15 and 30 years of age at the time of hire.

WBCO is an equal opportunity employer and strives for a fair, cooperative, respectful and safe environment that protects and promotes the human rights and affirms the dignity of all persons. WBCO is committed to the principle of equitable access to employment and welcomes applications from all backgrounds. We encourage you to self-identify in your cover letter.

How to apply:

Please submit resume and cover letter by **Monday, May 23, 2022 at 6pm** to:

Ailene Deller, Good Food Club Director
West Broadway Community Organization
222 Furby St, Winnipeg, MB R3C 2A7
Phone: 204-774-7201 Ext. 6 | goodfoodclub@westbroadway.mb.ca

Thank you to all those who apply, only those selected for an interview will be contacted.