



## **Education Program Assistant**

### **Main Tasks:**

The Education Program Assistant will work with the team from Field to Table Schools and School Grown to support 14 Schools and community sites which have an indoor tower garden and 3 School Sites which have a School Garden (including Bendale BTI (¼ acres) Eastdale CI rooftop Garden (16,000sf) and Heydon Park PS (3,000sf)) to teach students how to grow food and develop different techniques to make sustainable gardens in urban spaces.

### **Detailed Job Description (duties include, but are not limited to):**

1. Co-facilitate in-class food literacy workshops for students JK-Grade 12 in Toronto schools, including Good Food Machine and School Grown sites.
2. Co-design fun, engaging, age-appropriate and curriculum-linked lesson plans on food system issues.
3. Support the establishment and maintenance of indoor tower gardens and outdoor gardens in school and community sites (set-up/maintenance training on growing systems will be provided).
4. Support teachers in adapting FoodShare lesson plans and resources for use in their own classrooms.
5. Engage students in general on-site market garden tasks, working alongside youth while: Preparing garden beds for planting, weeding, seeding and transplanting seedlings, watering and setting up irrigation, harvesting and processing produce, helping to maintain our compost system
6. Run shifts at the farmer's market which includes mentoring youth and supporting them in handling cash, merchandising produce and delivering friendly customer service
7. Assist with FoodShare events, such as the Great Big Crunch, as needed.
8. Work collaboratively with volunteers, student interns, co-op students and other Field to Table Schools staff to deliver engaging and effective programming.
9. Other duties as assigned.

### **Required Qualifications, Knowledge and Experience**

- Interested applicants must be registered with Miziwe Biik Aboriginal Employment and Services
- Interest in community-led food projects and/or neighbourhood-based community organizing
- Demonstrated commitment to principles of food justice
- Demonstrated ability to work within a diverse community (people of different ages, abilities and cultural backgrounds)
- Interest in conducting outreach, facilitating workshops, and delivering presentations
  
- Effective communication and organizational skills
- Demonstrated ability to work independently and as part of a team

- Familiar and proficient with G-Suite in (Google Drive, Sheets, Docs, Calendar, Gmail, etc.)
- Availability to work evenings and weekends

**Hours of work: 35/wk**

**Salary: \$18/hr**

**Reports to: Field to Table Schools Manager**

\*Requirements: A Vulnerable Sector Police Check (FoodShare will cover this cost)

**Duration:** This is a one year contract beginning April 2018 and ending March 2019.

**TO APPLY:** Please submit your cover letter and resume to Human Resources Coordinator - Manal Sayid at [hr@foodshare.net](mailto:hr@foodshare.net) **by March 23th by 5:00 pm.**

**Please note:**

FoodShare is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender, national origin, age, disability, protected veterans status or any other legally-protected factors.

If you feel you need accommodation because of illness or disability during the application process, please do not hesitate to contact Human Resources at your earliest convenience – [hr@foodshare.net](mailto:hr@foodshare.net). You will also be briefed on FoodShare's policies regarding accommodation and the Accessibility for Ontarians with Disabilities Act.

Please note that only candidates selected to move forward in the hiring process will be contacted.

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