



JOB DESCRIPTION

Since 1991, Evergreen, a not-for-profit, has provoked bold action in transforming public landscapes into thriving community spaces. We believe that connecting people, natural and built worlds create flourishing cities for the future. For more than 25 years Evergreen has connected, collaborated, and catalyzed Canadians to do amazing things positively affecting attitudes and behaviours that lie at the core of a sustainable city. For more information visit www.evergreen.ca

Title: Assistant, Indigenous Programming

Overview: Evergreen is seeking an Assistant, Indigenous Programming with an interest in community development, environmental studies, food security, and/or urban agriculture. This individual will provide support in the delivery of our Food, Medicine and Ceremony Project at Evergreen Brick Works. This project's focus is on youth engagement in food literacy, urban food and medicine growing, and First Nations programming. The successful candidate will provide hands-on coordination and assistance in carrying out this Indigenous youth-focused project.

Successful candidates must be between 18 and 30 years of age at the start of the employment, full-time post-secondary students in the previous academic year and intending to return to school in fall 2018, and legally entitled to work in Canada. This opportunity is funded in part by the Government of Canada's Youth Summer Work Experience Program. In addition, candidates must identify as First Nations, Inuit, or Metis due to funding requirements by Indigenous and Northern Affairs Canada.

Key Responsibilities:

- Coordinate and assist in delivering on-the-ground, youth-focused community food lab programs
- Support outreach and communicate with key program partners and participants.
- Assist in the development of project communication tools.
- Participate in outreach and networking activities including presentations, meetings, and community/professional event to promote the Youth Food Lab.
- Participate in the growing, harvesting, storing, delivering and using of traditional medicines.
- Perform a social impact assessment of Evergreen food programs.

Competencies:

Models Evergreen's Core Values

- *Communication.* Speak, listen and write in a clear, confident, respectful, thorough and timely manner using appropriate and effective communication tools and techniques.
- *Customer-focus.* Anticipate, understand, and respond to the needs of internal and external customers/donors to meet or exceed their expectations and receives positive feedback from internal and external customers/donors.
- *Flexibility/adaptability.* Flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency. Adjust quickly to changing priorities and conditions. Cope effectively with complexity and change.

Guidelines:

Reporting Relationships:

- Supervised by: Project Manager

Qualifications:

- Experience in areas related to community development, public outreach, or urban agriculture
- Experience working in collaboration with diverse individuals and communities including youth, seniors, newcomers, and people from a variety of socio-economic and cultural backgrounds is an asset
- Knowledge of traditional Aboriginal teachings, environmental worldviews, horticulture and/or native plants is an asset

Working conditions:

- Working location is at Evergreen Brickworks
- Flexible working hours, with the possibility of weekend and/or evening hours

Terms of contract:

- Contract dates: June 25, 2018 to August 31, 2018

Cover letters and resumes can be submitted by e-mail to humanresources@evergreen.ca.



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Please Reference "Assistant, Indigenous Programming" in the subject line

By Mail to Attention: Human Resources
Centre for Green Cities, Suite 300
Evergreen Brick Works, 550 Bayview Avenue
Toronto, Ontario M4W 3X8

Evergreen welcomes applications from persons of diverse backgrounds and is an equal opportunity employer. Accommodation will be provided in all parts of the hiring process as required under Evergreen's Accommodation policy. Applicants, please make your needs known in advance. We sincerely thank all candidates for their interest. However, only those selected for an interview will be notified. No phone calls please.