



## RAINscapeTO Project Coordinator

RAINscapeTO is part of a growing movement to rethink the design of urban green spaces through earth-friendly and beautiful landscaping solutions. We offer the design and installation of sustainable gardens such as pollinator and edible gardens, raingardens and bioswales. We also provide services to support local food production and the use of heritage seeds and native plants as vital additions to a sustainable and healthy urban landscape.

RAINscapeTO is a social enterprise being incubated by the Toronto Green Community. Our mission is to establish a social enterprise that provides employment and training for emerging eco-landscapers, builds community connections to water and nature, contributes to improved water quality and biodiversity, and mitigates water damage to property and livelihoods.

### Job purpose

The RAINscapeTO Project Coordinator will support a dynamic team of passionate landscapers in designing, installing and maintaining gardens on private and public properties across the City of Toronto.

### Duties and responsibilities

The main responsibility of this position is to support the eco-landscaper lead(s) and manager with administrative, operational and communication activities. Some of these tasks include:

- Maintaining customer relationships
- Coordinating/delivering workshops, community forums, events and presentations
- Liaising with community groups, neighbourhood, industry and business associations
- Maintaining communications with the public through social media, website updates, and events
- Assisting with project administration including market research, client invoicing and follow-up
- Collecting statistical & anecdotal data to assess program successes and barriers
- Participating on weekly reporting and team meetings with management team

### Qualifications

- Interest in horticulture, ecological gardening, sustainability and social justice
- Excellent written and verbal communication skills
- Working knowledge of Google tools and Microsoft Office Suite
- Familiarity with social media and email best practices
- Working knowledge of partnership management and corporate record management
- Good interpersonal skills and the ability to work well independently and with co-workers and clients
- Adaptable to varying tasks, conditions and locations
- Responsible, punctual, detail-oriented, reliable and flexible
- Some experience in residential, commercial or community organic/ecological gardening and landscaping would be helpful

## **Working conditions**

- Work in an office setting or from home, using computer and telecommuting software
- Work under tight timelines and on multiple tasks
- Occasionally work on evenings and weekends to oversee community events and workshops
- Handle physical activity under various weather conditions when assisting in community events and workshops

## **ELIGIBILITY CRITERIA:**

**\*\*All interested applicants must register with Miziwe Biik Aboriginal Employment & Training.**

## **Terms of Employment and Compensation**

This is a full-time position (35 hours a week) running from December 2020 to December 2021. Starting hourly rate is \$22.00.

## **How to Apply:**

To apply send your cover letter and resume to Jose Torcal via email: [jose@torontogreen.ca](mailto:jose@torontogreen.ca) with “RAINscapeTO Project Coordinator” in your email’s subject line.

## **Deadline for submissions: November 27, 2020 at 11:59 PM**

*Toronto Green Community is committed to providing a workplace that supports equity, diversity and inclusivity. We proactively strive to eliminate any form of harassment and discrimination and be equitable by building these objectives and practices into our teams, communities, programs and services. Please notify us in advance if you require any accommodations.*

***SPECIAL NOTE:*** *RAINscapeTO is following the public health guidelines with regards to COVID-19 and we will adapt our operations accordingly on an ongoing basis. Our priority is to ensure the health and safety of our staff, clients and the communities where we work and live.*