

Ecosource is seeking a  
**Community Gardens Communications Assistant**  
35 hours per week, 28-week contract (May to November 2021)

**Who we are:** Ecosource is an innovative environmental organization that empowers the community to become more environmentally responsible through creative public education. We specialize in hands-on programming that aims to increase environmental sustainability in Peel Region and beyond. Learn more about our work at [www.ecosource.ca](http://www.ecosource.ca).

**The position:** Ecosource is seeking a **Community Gardens Communications Assistant** to support access to food growing spaces for residents at community garden sites across the City of Mississauga. The Community Gardens Communication Assistant will support communication with gardeners, volunteers, and community partners. The successful candidate will assist with the administration of the community gardens program by assisting administrative tasks for garden monitoring, maintenance, and food production. They will work with other members of the Local Food team, both remotely and onsite, to meet the diverse needs of local communities and apply an anti-racist and anti-oppression lens to engagement with community members.

**Responsibilities:**

- Support regular written, verbal and in-person communication with community gardeners, volunteers, local partners, and Mississauga residents.
- Support administration processes for Ecosource's 10 community gardens within the context of COVID-19, including mechanisms for the monitoring garden safety, maintenance and repairs, registration, and troubleshooting in-garden issues.
- Update current communication tools and administrative processes.
- Support program outreach and evaluation through the development of new outreach materials and analysis of program outcomes.
- Help with the planning, development, and opening of new community garden sites.
- Provide support for the facilitation of volunteer food production programming at our community gardens.
- Track program-related statistics, budgets and expenses, and support evaluation activities as required.
- Collaborate with team members, community partners, and stakeholders to support programs which meet the diverse food access needs of local communities using an anti-oppression and anti-racism lens.

**Qualifications:**

- Excellent communications skills, both oral and written.
- Experience with the development of communication and administrative processes.
- Creative approach to tasks and problem solving.
- Strong project monitoring, tracking, and evaluation skills.
- Skilled in using computer applications and online communication tools.
- Organic food gardening experience (in an at-home or community setting), an asset.
- Demonstrated commitment to social justice and anti-oppression principles, and an understanding of food system inequities and their intersection with human rights.
- Valid driver's license and access to reliable vehicle for transportation required for occasional onsite community garden duties.
- Due to funding requirements, the successful candidate must be 15-30 years of age.

**Application Information:**

This is a full-time 28-week contract at 35 hours per week, with the possibility of extension dependent on funding. Occasional evening and weekend work will be required. Salary for this position is \$40,000, prorated to the length of the contract and commensurate with experience. A comprehensive benefits package is offered.



Deadline for applications is **Sunday, April 25<sup>th</sup>, 2021, at 10:00 pm**. A Police Record Check will be required upon hiring. Expected start: early May.

Ecosource offers a great team-oriented work environment with excellent opportunities for skills expansion. In alignment with our organizational value of inclusivity, it is our aim to have a staff team that reflects the diversity of the communities we serve. We provide equal opportunity in employment and encourage applications from all qualified candidates, including Indigenous peoples, racialized persons/persons of colour, persons with disabilities, women, LGBTQ2S persons, and others. We value and welcome applicants to outline any relevant community involvement and/or lived experiences in their applications.

If you are interested, please send a personalized cover letter outlining what you can bring to the role and why you would like to support food access. Please send your cover letter (maximum 1 page) and resume (maximum 2 pages) via e-mail to:

Merissa Nudelman, Local Food Manager, at [hiring@ecosource.ca](mailto:hiring@ecosource.ca) with **Community Gardens Communications Assistant** in the subject line.

Documents must be formatted in Microsoft Word or PDF format. Please note that resumes without a cover letter or generic cover letters and resumes, will not be reviewed.

*We thank all applicants for their interest. Only those selected for an interview will be contacted. No phone calls please.*

