



# Acadia Community Farm Coordinator

Job Description 2021(Revised)

## Number of Positions

Two positions are available for the 2021 season.

## Term & Salary

Full-Time 35 hours/week May – August 2021

Part-Time 10-15 hours/week September-October 2021

Rate: \$12.95/hour

**Note: Positions and hours are dependent upon funding. Fall hours are flexible. Please apply if you are interested, but unsure of your fall availability at this time.**

## Background

The Acadia Community Farm (the Farm) began in spring 2008 with the vision of providing local, organic produce to the dining hall at Acadia University, while also serving as a community garden for the Town of Wolfville. Started by students, the Farm has grown into campus-community educational centre for the development of skills and knowledge about organic gardening, local food, sustainable food systems and more involving staff, faculty, students, and community members. Produce is grown for the University dining hall and the Wolfville and Area Food Bank. Individual garden plots are available to Acadia staff, faculty, students, and community members. In exchange plot holders volunteer to help maintain the university and food bank plots. Education is a core activity of the Farm and it serves as a teaching and research resource in a variety of disciplines such as Biology, Nutrition and Dietetics, Community Development and Environmental and Sustainability Studies. Public workshops on a range of topics from permaculture to preserving have become a popular community resource for gardening and food skills development and information sharing. Each year the Farm hosts also a variety of special events, tours and participates in community events and activities.

## Coordinator Role

Coordinators work together at the Farm to manage daily operations, educational programs, and outreach activities for the Acadia Community Farm. The role includes garden operations, community and student engagement, volunteer management, promotions, event planning and fundraising. A priority for the coordinators is to engage students in learning opportunities and farm operations to achieve its mission.

## Reporting

The Farm Coordinator is supervised by the Acadia Sustainability Coordinator. The Coordinator also reports to the Acadia Community Farm Advisory Committee, comprised of staff, faculty, students, and community members. The Coordinator participates in weekly supervisor meetings, safety training, daily work planning as necessary and monthly advisory committee meetings.

## Responsibilities

Work time will be divided between field work (75%) and administrative office work (25%).

- Coordinate daily operations of the Farm (tasks such as sourcing compost, straw, seeds, planting, weeding, harvesting, deliveries, watering, pest monitoring etc.)
- Manage produce sales and invoicing to Acadia Dining Services
- Engage students in farm activities through course-based and extra-curricular activities.
- Engage community volunteers and plot holders in activities.
- Coordinate events, education and outreach programs.
- Provide tours and give presentations in class and in the community.
- Participate in community and campus events.
- Collaborate with campus clubs.
- Recruit and manage volunteers from campus and the community.
- Provide advice and assistance to campus and community gardeners.
- Manage social media.
- Manage other communications and promotions as required.
- Help prepare grants for special projects.
- Build positive partnerships with external organizations (e.g., schools, food bank, Town of Wolfville)
- Other duties as assigned by supervisor.

## Eligibility

Candidates must be:

- Youth between 15 and 30 years of age at the start of the employment.
- A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- International students are not eligible participants.

## Qualifications

**The following are required for this position:**

- Must be an Acadia student entering second year or above or an Acadia graduate.
- Excellent organizational skills including attention to detail, ability to multi-task and meet deadlines.
- Ability to work independently with minimal supervision.
- Good communication skills, both verbal and written.

- Ability to work effectively with others.
- Ability to take direction and be accountable for outcomes.
- Comfortable with hands-on activities and physical labour. Must be able to perform physically demanding tasks such as lifting, digging, shoveling, and raking.
- Able to ride a bicycle with attached garden trailer.
- Demonstrated interest in environmental and/or food-related sustainability issues.
- Previous experience in gardening or farm work preferred.
- Previous involvement with the Acadia Community Farm preferred.
- Proficiency in computer skills (Internet, email, word processing, spreadsheets, web design and management, social media etc.).
- Valid Driver's License (must be able to drive in Nova Scotia).

## Work Locations

Acadia Sustainability Office, Acadia University (52 University Avenue)

Acadia Community Farm (located behind the Acadia Athletics Complex)

## To Apply

Send resume and cover letter in same file to [farm@acadiau.ca](mailto:farm@acadiau.ca) by **Friday April 2nd, 2021 at 4:30pm**. Include two references including one from Acadia faculty and one employment reference. Reference letters are not required, only contact information. Failure to follow application instructions may disqualify application. Only those applicants selected for an interview will be contacted.

**Note:** Due to COVID-19 some planned activities for the season may be modified to comply with provincial health regulations and university policies.