



Acadia Community Farm Coordinator

Job Description 2014

Term & Salary

May 5, 2014 - Aug 29, 2014

Full-Time 35 hours/week (with possibility of Part-Time extension Sept-Oct)

Rate: \$12.00/hour

Please note: Hours and salary dependent on approval of funding

Background

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

Role

The Coordinator manages daily operations, programs and outreach of the Acadia Community Farm. The role includes garden operations, community and student engagement, volunteer management, promotions, event planning and fundraising. Work time will be divided between field work (50%) and administrative/planning work (50%). A key goal for the farm in the coming year is to increase the number of students, staff, faculty and community members involved in helping the Farm achieve its mission.

Reporting

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

Responsibilities

Operations:

- Coordinate daily operations of the Farm (this could include tasks such as sourcing compost, straw, seeds and equipment, picking up supplies, planting, weeding, building signs, managing compost, harvest & deliveries, watering plants, pest monitoring etc.).
- Create garden design plan
- Coordinate campus produce sales and invoicing
- Create work plan in consultation with Supervisor

Community and Student Engagement:

- Engage students in farm activities
- Coordinate “Back to the Farm”, “Adopt-a-Plant” and other residence campus education and outreach programs
- Provide tours and give talks in the community and in the classroom
- Participate in community events
- Mentor eco-house residents in garden-care

Capacity Building/Volunteer Development & Management

- Recruit and manage volunteers (plot holders) from campus and the community.
- Host work parties
- Organize spring orientation program for new and returning volunteers
- Ensure volunteers and visitors adhere to health and safety policies

Promotions

- Manage Acadia Farm website
- Coordinate social media activities
- Other promotions as required

Event Planning

- Coordinate annual fundraising event.
- Coordinate workshops and/or other educational events.

Other

- Participate in weekly supervisor meetings.
- Participate in monthly advisory committee meetings and others as required.
- Work with supervisor to manage receipts, invoices and budget.
- Participate in safety training
- 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.

Qualifications

The following are required for this position:

- ✓ Must be a full-time Acadia student entering second year or above with a minimum 2.5 GPA.
- ✓ 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 and take direction.
- ✓ 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 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 use (Internet, email, word processing, spreadsheets, web design and management, social media etc.).
- ✓ Valid Driver's License (must be able to drive in Nova Scotia).

The following are considered assets for this position...

- Experience working within volunteer organizations (student clubs, NGOs, etc.), in a paid or volunteer capacity
- Experience coordinating events (fundraisers, special events, workshops, etc.)
- Experience working in a team environment
- Experience in grant writing, budget management and administrative duties

Note:

- Must be available to participate in garden health and safety training in May.
- Students must provide their own steel-toed boots, raingear and work gloves.

Work Locations

Arthur Irving Academy for the Environment, Acadia University (52 University Avenue)
K.C. Irving Environmental Science Centre
Acadia Community Farm (located near the soccer fields behind the Acadia Arena)

To Apply

Send resume and cover letter **in same file** to jodie.noiles@acadiau.ca by **Friday February 14, 2014 at 4:30pm**. Include three references including one from an Acadia Faculty member. **Failure to follow application instructions may disqualify application.** Only those applicants selected for an interview will be contacted.