



***** REVISED *** JOB POSTING**

Title: Forest Garden Project Coordinator
Terms: Term contract to June 5, 2017 – November 24, 2017
Hours: 35 hours per week
Salary: up to \$17.00 per hour
Location: Community

Position Summary: The Forest and Community Garden Project Coordinator will support the RED Tree, Forest and Community Gardens with implementing its social, environmental, and economic development goals that will help this program to benefit community.

Duties:

- Plan, implement and oversee the Forest Garden program
- Determine supply needs
- Develop and implement workshops as needed
- Provide regular reports to the Economic Development Officer
- Organize participation in and/or attend related events and educational opportunities
- Consult with Economic Development Officer, Program Developer and other program advisors as needed at weekly and monthly scheduled meetings
- Present updates to Chief and Council
- Maintain and develop professional and technical knowledge by attending and presenting educational workshops
- Assist with the creation of material for presentation in community engagement and public promotion activities
- Incorporate community needs and knowledge into programs activities
- Manage project volunteers where necessary
- Organize community participation for spring and summer planting and harvesting activities
- Create monthly calendars of anticipated events and activities
- Distribute information on activities to the community members
- Create updates for use in community newsletter or otherwise
- Act as Saugeen First Nations Community liaison and representative for activities that work with organizations off-reserve
- Sign off on purchase orders up to \$500 within established budget allocations
- Oversee field crew
- Arrange equipment to use to prepare soil for community gardens
- Assist with the selection of plants to plant for ordering from suppliers and species for harvest
- Meet with vendors for arranging plant orders and selection of plant species (fall)
- Assist with the selection, preparation, and propagation of fruit plant clippings (fruit trees and root stock) (fall)
- Assist with the creation of education plans for future work crew
- Assist with the creation of work plans for future work crew (February)
- Complete preparations for 2018 product development
- Value added wood products using trees harvested from Saugeen FN plantations
- Value added canned foods using wild harvested foods
- Contracted tree-planting
- Work with program team members to ensure that activities are undertaken on time, in budget and to a high standard
- Advise on the preparation of grants/funding applications
- Promote the Forest and Community Garden project in a positive manner

Qualifications:

- Experience in community gardening and orchards (planning, planting, maintenance and harvesting)
- Supervisory experience
- Must be a team player
- Must be willing to learn and take guidance from others
- Must be able to work flexible hours, evenings and weekends as required
- Must be physically fit
- Ability to problem solve
- Must share the project's vision for food security for the community
- Experience with the existing Forest and Community Gardens preferred
- Understanding of the importance of ecosystem goods and services preferred
- Can work independently and maintain responsible work ethic
- Understanding and commitment to respect for community
- Aware of issues regarding agriculture within First Nation context preferred

Applications MUST include:

- Current covering letter
- Current resume
- Three names (not letters) of references with telephone numbers (one must be current or most recent employer)

DEADLINE DATE: THURSDAY May 25, 2017 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Applications will be received:

At Office: Employment and Training Centre (519) 797-1224

By Fax: (519) 797-3458

By E-Mail: employment@saugeenfirstnation.ca

By Mail: Saugeen First Nation Hiring Committee R.R.#1, Southampton, ON N0H 2L0