

## **Community Development Coordinator, Job Description Church of the Incarnation, Oakville**

*Come help us engage with and build a sense of community and neighbourhood care and support while exercising your green thumb!*

### **Nature of Position:**

- To assist in development and management of community garden beds on the property of the Church of the Incarnation.
- To liaise and coordinate with our community and to work with volunteers on development of events and activities that assist in building relationships within the community (eg. Yoga classes, family movie nights, children's events etc)
- To hold a series of consultations with various community groups, local neighbours, residents of nearby co-op and Regional subsidized housing buildings, local elementary school, nearby churches, daycare to inform, assess and encourage their interest and participation in community gardens/ green space on the property of the Church of the Incarnation.
- To coordinate the planting, watering, weeding, and harvesting of produce from these raised beds.
- To coordinate volunteers from the church and the community to help you with events/ activities and gardening events
- To hold several educational sessions at the garden for children about growing food.
- To assist and coordinate distribution of harvest equitably.
- To plan a harvest party/potluck early in September.

### **Qualifications:**

- Experience with community engagement and group facilitation
- Knowledge and hands on experience of organic vegetable gardening
- Effective communication skills
- Comprehensive knowledge of food politics and the role of community gardening
- Experience outreaching to, and coordinating volunteers
- Experience organizing and promoting public events
- Fundraising skills
- Familiarity working within a non-profit organization
- Ability to work independently
- Flexibility and enthusiasm

### **Compensation, Requirements and Supervision**

- \$15/ hour, 30 hours/ week for 12 weeks beginning June 1, 2017
- Current Police Records Check is required
- Supervised by Rector and Corporation of Church of the Incarnation

This position is being funded by Canada Summer Jobs program. To be eligible for this position, candidates must be enrolled in a post-secondary course and be returning to school in September, 2017.

To apply for this position, please send a pdf of your cover letter and resume, in one document, to [office@incarnationchurch.ca](mailto:office@incarnationchurch.ca) with COMMUNITY DEVELOPEMENT COORDINATOR in the subject line. **Applications must be received by 3pm on Wednesday May 10, 2017.** No phone calls. Only those invited for an interview will be contacted. Church of the Incarnation is an equal opportunity employer