

Urban Harvest Coordinator

Position: Hidden Harvest Coordinator

Organization: [Hidden Harvest Ottawa](#)

Location: Ottawa, Ontario

Contract: Aug 1 - Nov 21 2017, part-time (3 days/week on average)

[img1]Hidden Harvest Ottawa is seeking an enthusiastic, independent people-person who shares our passion for creating a food-tree friendly city to join us as a Coordinator.

Hidden Harvest Ottawa loves local fruit! Our superstar Neighbourhood Leaders coordinate harvest events across the city that provide opportunities for volunteers to rescue fruit and nuts that would otherwise go to waste. We are a social-purpose business that contributes fresh food from every harvest event to local food banks and agencies.

[img2]Last year we harvested just 0.8% of the food-bearing trees we have in our database and shared that rescued food with 1% of Ottawa's population. With your help, our Neighbourhood Leaders and other volunteers will harvest hundreds of trees and share the bounty with thousands of people through local community food programs, food banks, volunteers, processing partners and our sponsors.

This is a highly rewarding job working with people who are passionate about the city and what they do... and several jars of amazing jam already have your name on them! You'll have a lot a flexibility regarding your hours and your work location: you'll spend most of your time on your laptop, working independently. In this position, you're very important to us: we don't have any other paid staff and we don't have an office. You will report to Jay and Kat, Co-Founders, and be supported by volunteer Neighbourhood Leaders including Jen, our Outreach Guru, and Tina, our Chief Squirrel.

Key deliverables include:

- Respond to inquiries regarding our harvest events and problem-solve challenges, broker relationships with local food producers
- Volunteer and event coordination for Beau's Oktoberfest, where we run the Midway Games as a way to raise funds to cover our expenses
- Support Tina to pull off a few Neighbourhood Leader Training events
- Plan and implement a volunteer appreciation event, and the end of year Neighbourhood Leader meeting
- Acting on some of your own ideas to rescue more local fruit and nuts. Because you have good ideas.
- Collecting feedback and statistics to analyze our effectiveness in 2017

This position is partially funded by the Agricultural Youth Green Jobs Initiative.

To qualify, you must:

- be 30 years old or younger,
- have graduated from a university, college or CEGEP;
- to your knowledge, you have not participated in any of the Youth Employment Strategy Work Experience Programs targeted at post-secondary graduates;
- Not receiving EI benefits at the time of signing a contract with us;
- be a Canadian citizen or permanent resident

You'll need to have:

- Experience managing volunteers and/or event coordination
- Experience dealing with the public in a calm, respectful, but direct manner
- Understanding of what it is like to work independently for a small business, start-up or nonprofit
- The enthusiasm to high-five our sponsors, and savvy relationship management skills to ensure they love us. Because we love them.
- Your own laptop & cellphone, and a willingness to use them on the job

It would be great if you had:

- Knowledge of the fruit and nut trees which grow in Ottawa or an appreciation for permaculture and agroecology
- Familiarity using wordpress, gmail and google drive, mailchimp and eventbrite, facebook and twitter
- Rooted knowledge of ripe tree/fruit/nut puns to keep our social media outlets branching out
- Comfort with public speaking, facilitating groups, or speaking with the media
- Experience with the food sector (farms, restaurants, local processors, food retailers)

Salary & other details:

- \$16-\$18/hr
- We have some flexibility regarding number of days worked per week, however due to the seasonal nature of fruit, things are going to be busy in September. We would prefer for this role to be 3 days a week in August, 4 days a week in September & October, and 2 days per week for the remainder
- Work location is flexible though part-time office space will be provided: 2 days per week there is an option to work from a partner's office, and 2 days per week you can expect to work from home or be under trees, meeting sponsors, or talking to local processors
- A driving license and access to a vehicle is not required but could be an asset

To apply:

By end of day Friday June 30th (or as soon as you finish reading this and realize you'd love this job), send the following to:

info@hiddenharvest.ca

with subject "Coordinator Application - [Your Name]":

1. A link to your updated LinkedIn profile (preferred), or resume
2. Tell us a bit about how your life experience will help you support our Neighbourhood Leaders, coordinate events, collaborate with our processors and sponsors, and help harvest & share loads of fruit this fall. You can do this a few ways:
 1. Write a short letter (no more than two pages)
 2. Record a video (no more than five minutes)
 3. Draw a picture (worth a thousand words, right?)

That's it.

Thank you to all who apply, however we are only able to respond to those who are selected for an interview. Applications will be reviewed on a rolling basis.

More information about us available at ottawa.hiddenharvest.ca