

## **Project Coordinator**

7-month contract (37.5 hours/week) May - November

Tides Canada is dedicated to a healthy environment, social equity, and economic prosperity for all Canadians.

We bring giving, investing and doing under a single roof so that we can accelerate positive change, achieve greater impact and advance solutions across Canada.

Not Far From The Tree, a project of Tides Canada Initiatives Society, puts Toronto's abundance of local fruit to good use by picking and sharing the bounty. Not Far From The Tree builds community, fosters environmental sustainability and enables equitable access to an existing supply of healthy, local food.

### **Position Summary**

The Project Coordinator will engage with the communities in which Not Far From the Tree operates to develop strong relationships with volunteers, homeowners, and community partners. The Project Coordinator will plan and lead community events, and train and support a team of volunteers to assist with this work. These events will include cider pressing in Toronto parks, fruit picking events, tree care workshops, and tabling at community events across Toronto.

This position will require occasional evening and weekend work. A driver's license is required to transport equipment and materials to and from community events across the city.

**Term:** May to November

**Anticipated start date:** May 15<sup>th</sup>, 2017

**Location:** 601 Christie Street, Toronto ON

**Salary:** \$19/hour

### **Key Responsibilities:**

- Coordinate and lead cider pressing stations at community events across Toronto;
- Plan and coordinate fruit tree care workshops for homeowners in collaboration with partners;
- Schedule and attend tabling opportunities throughout Toronto to promote NFFTT;
- Recruit, train and support NFFTT's lead volunteers;
- Build relationships with community stakeholders and develop new project partners;
- Support NFFTT's fruit picking program including liaising with volunteers and homeowners, and scheduling and leading fruit picks;
- Develop communication materials including outreach materials and volunteer/homeowner resources;
- General communications support for the organization, as needed;
- Develop and maintain evaluation metrics to measure impact and support reporting.

**Qualifications:**

- Valid “G2” or “G” Driver’s license;
- Exceptional interpersonal skills with confidence public speaking, and engaging community members through phone calls, emails, events, workshops, and/or door-to-door outreach;
- Experience with event planning and coordination;
- Experience with community organizing, volunteer or team management or a related field;
- Excellent organizational skills, with strong attention to detail;
- Demonstrated ability to take initiative and apply problem-solving approaches;
- Experience with graphic design software and online tools (MailChimp, Wordpress, Google Analytics) an asset;
- Knowledge of cider pressing and/or fruit tree care an asset;
- Experience and skills in fundraising and/or digital marketing an asset;
- Comfort with urban cycling an asset.

**How to Apply**

Please send your resume and a cover letter addressed to Megan Anevich at [pickme@notfarfromthetree.org](mailto:pickme@notfarfromthetree.org) by **Monday April 17th, 2017 at 5pm**. Applications will not be accepted after the deadline. In your cover letter please address why you are interested in the position, and based on the above qualifications, why you are a strong candidate for the position.

For more information about **Not Far From The Tree** and Tides Canada, please visit:

[notfarfromthetree.org](http://notfarfromthetree.org)  
<http://tidescanada.org/projects>

*As Not Far From The Tree is a project of Tides Canada, the selected candidate will be an employee of Tides Canada.*

***Tides Canada is committed to creating a diverse environment and is proud to be an equal opportunity employer.***

*Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted.*

. No recruiters please.