



Program Assistant (Pending Funding)
Fixed Term, Full Time (37.5 hours/week)
Term: May 6th - August 2019 (16 weeks)
Location: 601 Christie Street, Toronto ON
Salary: \$14/hour

Not Far From The Tree (NFFTT), a project of Tides Canada Initiatives Society, puts Toronto's abundance of local fruit to use by picking and sharing the harvest with social service agencies across the city. NFFTT has picked and shared over 160,800 pounds of fruit since 2008, and schedules over 300 fruit picks per season.

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.

The Opportunity

We are seeking an enthusiastic person who loves the outdoors outside to be NFFTT's next Program Assistant. Working closely with the Program Coordinator, the Program Assistant will help to ensure that NFFTT's Picking Program runs smoothly throughout the course of the season, assisting with volunteer coordination, fruit picking equipment maintenance, fruit picks, and special events.

Who We're Looking For

- You're as comfortable working in an office setting as you are working outside and getting your hands dirty
- You're great at building relationships and working with volunteers
- You're handy and action-oriented, and are up for riding our cargo bikes through downtown Toronto
- You're detail-oriented, and can stay on top of multiple priorities when things get busy
- You're passionate about tackling food security issues and building community capacity

Key Responsibilities

- Ensure NFFTT equipment sets and cargo bikes are in good working order
- Restock equipment at equipment storage locations across the city as necessary
- Lead fruit picks across the city, and transport fruit to partner agencies via cargo bike
- Assist the Program Coordinator with the successful scheduling and delivery of 300+ fruit picks over the course of the season
- Learn to use NFFTT's new web app to coordinate fruit picks
- Assist with fundraising, and donor and volunteer engagement
- Assist with coordinating and implementing special events, workshops, etc.

Qualifications

- Able to work collaboratively with coworkers volunteers
- Exceptional interpersonal and active listening skills; comfortable engaging stakeholders through phone calls, emails, events, workshops and/or door-to-door outreach
- Comfortable with urban cycling

- Proficient PC skills with experience using Microsoft Office and Google Suite
- Precise data entry skills; ability to accurately enter information into a database program
- Demonstrated ability to anticipate needs and take initiative, problem solve, manage time effectively, and exercise sound judgement

Physical Requirements

- Cleaning, carrying and transporting equipment to events and storage locations across the city; ability to lift and/or move up to 20 pounds occasionally; and load equipment into a cargo van
- Leading outdoor fruit picks during the summer, weather permitting; comfortable climbing ladders and/or supervising ladder and tree climbing
- Assisting with outdoor events during summer and fall, weather permitting

Assets

- Experience working in a community organization, charity and/or non-profit with a proven track record of managing logistics
- Experience using Salesforce or other CRM software
- Experience in urban ecology, fruit preserving or fruit tree care

This position is funded by Canada Summer Jobs. To be eligible, the successful applicant must:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

How to Apply:

Please send your resume and cover letter to pickme@notfarfromthetree.org with “Program Assistant” in the subject line. Please note that hiring for this job is contingent on NFFTT receiving funding from Canada Summer Jobs. The deadline for applications is Sunday, **April 14th at 11:59pm**.

In your cover letter, help us understand why you’re an excellent candidate by addressing the following:

1. What excites you about working at Not Far From The Tree, and this position in particular?
2. Make connections with your resume — how will your past experiences translate into success in this position?
3. Tell us why you think that you are our ideal candidate.
4. What skills or experiences do you look forward to developing during your time at Not Far From The Tree?

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

www.notfarfromthetree.org and www.tidescanada.org/ourprojects

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 strongly committed to creating a diverse workplace environment and we welcome and encourage applications from the communities we serve. We are proud to be an equal opportunity employer. Tides

Canada will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation. Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted.