



**Picking Program Assistant**  
**Fixed Term, Part-time (30 hours/week)**  
**Term: June 7<sup>th</sup> - September 24 2021 (16 weeks)**  
**Location: Downtown Toronto**  
**Salary: \$17.00/hour**

Not Far From The Tree (NFFTT), a project of MakeWay Charitable Society, puts Toronto's abundance of local fruit to use by picking and sharing the harvest via a 1/3 model. NFFTT has picked and shared over 190,000 pounds of fruit since 2008, and schedules over 300 fruit picks per season. Not Far From The Tree builds community, fosters environmental sustainability and enables access to an existing supply of healthy, local food.

### **The Opportunity**

We're looking for an enthusiastic individual to help organize and lead fruit picks in downtown Toronto this season. You'll be responsible for leading physically-distanced and safe fruit picks in our operating area that covers the area west of Victoria Park, east of Jane, and south of Eglinton in Toronto. You'll be responsible for leading volunteers at fruit picking sites and ensuring volunteers are following COVID safety protocols and guidelines. You'll ensure equipment is properly stocked and sanitized, liaise with fruit pickers and tree registrants, and assist partner agencies in receiving fruit deliveries. This job is remote in that you will be working from various pick sites across our operating area in downtown Toronto, travelling by cargo bike. This position is ideal for someone who is comfortable working outside for extended periods and travelling by bike to get to various locations across downtown Toronto.

This position is flexible in that fruit picks can be scheduled 7 days per week from 9am - 9pm. You can schedule picks and work hours that fit within your schedule. The ability to work some weekends and evenings is preferred.

### **Who We're Looking For**

- You're comfortable spending the majority of your time outside and being active (i.e. picking fruit)
- You love biking, and are comfortable riding cargo bikes to various locations across downtown Toronto
- You're a go-getter, able to take initiative and work independently and remotely
- You're a people person, great at building relationships and working with volunteers
- You're comfortable on the phone and can think on the fly to help problem solve
- 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 environmental issues and grassroots community building

### **Key Responsibilities**

- Lead multiple fruit picks in the backyards of Toronto per week (this involves picking up a cargo bike and fruit picking equipment, biking to pick sites, safely leading volunteers through picks, and delivering fruit via cargo bike to multiple agency partners across Toronto).
- Ensure NFFTT equipment sets and cargo bikes are in good working order and properly stocked.
- Liaise with NFFTT's 35 social service partner agencies to ensure satisfaction with fruit deliveries.
- Schedule maintenance appointments at bike shops, and bring the bikes to and from appointments.

- Restock equipment at equipment storage locations across the city as necessary.
- Utilize NFFTT's online fruit picking portal to approve and schedule pick requests.
- Monitor an email account regularly to actively respond to inquiries and requests regarding picks;
- Accurately enter data into NFFTT's Salesforce database;
- Assist with fundraising, communications and program evaluation as necessary.

### **Qualifications**

- Excited about working outdoors;
- Comfortable with urban cycling, specifically NFFTT's cargo bikes;
- Demonstrated ability to take on a public-facing role in the community, and professionally liase with a variety of stakeholders and volunteers;
- Demonstrated ability to plan small scale projects or events and see them through from start to finish, including overseeing logistics;
- Demonstrated ability to anticipate needs and take initiative, problem solve, manage time effectively, and exercise sound judgement;
- Exceptional interpersonal and active listening skills; comfortable engaging stakeholders through phone calls, emails, and workshops;
- Able to work collaboratively with coworkers volunteers;
- Familiar with G-Suite (Google Drive, Sheets, Docs, Calendar, Gmail, etc.);

### **Physical Requirements**

- Working outdoors and on your feet for long periods of time;
- Repetitive tasks such as reaching, picking fruit, crouching, standing;
- Riding a cargo bike in downtown Toronto;
- Cleaning, carrying and transporting equipment to events and storage locations across the city; ability to lift and/or move up to 40 pounds; and load equipment into a cargo van.

### **Assets**

- Experience with bike maintenance;
- Experience working in a community organization, charity and/or non-profit with a proven track record of managing logistics;
- Experience in urban ecology, fruit preserving or fruit tree care;
- Evening and weekend availability is strongly considered an asset;
- Valid G2 or G Driver's Licence;

### **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](mailto:pickme@notfarfromthetree.org) with "Picking Program Assistant" in the subject line. The deadline for applications is **Friday May 21, 2021 at 5pm.**

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

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

*Not Far From The Tree is a project of MakeWay Charitable Society.  
For more information, please go to [makeway.org](http://makeway.org)*

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

***MakeWay 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.***

***MakeWay will provide accommodation during all steps of the selection process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.***