



Position Title: Program Coordinator

Reports to: Program Manager

Wage: \$25.00/ hour (4% vacation in pay)

Contract Type: Fixed term contract, fixed hours (37.5 hours per week)

Duration: May 18th - October 16th, 2026 (22 weeks)

Working Hours: 11:00am - 7:00pm Monday to Friday (preferred/flexible)

Location: Toronto, ON (hybrid)

Application Deadline: Wednesday, April 29, 2026 at 11:59pm

Rolling Interviews: April 27 to May 1, 2026

Start Date: May 18, 2026

ABOUT THIS OPPORTUNITY

Not Far From The Tree (NFFTT) is Toronto's fruit tree gleaning program, founded in 2008. We pick fruit in people's yards – what we call Toronto's Urban Orchard – and share the bounty with organizations that feed fellow Torontonians. We envision a Toronto where everyone has access to the urban harvest as part of a resilient, local food system that builds community, and is based on the value of shared abundance.

When a tree owner can't keep up with their harvest, we mobilize a volunteer team to pick the fruit, and then split it: 1/3 to the tree registrant, 1/3 split amongst the volunteers, and 1/3 donated to one of our community agency partners. NFFTT supports social agencies such as shelters, food banks, community fridges, housing programs, and meal programs. Further detailed information about our work can be found on our website, notfarfromthetree.org.

Not Far From The Tree is seeking someone who is thrilled at the prospect of spending their summer in the urban orchard. If you have a passion for community programming, urban agriculture and building relationships with people from all walks of life, we want to meet you!

MakeWay

NFFTT is a project on MakeWay's shared platform, which provides operational support, governance, and charitable expertise for changemakers. With the shared platform, MakeWay projects benefit from the support of a mission-aligned community, charitable expertise, and shared administrative resources including: governance, compliance, financial management, human resources, risk management and grants administration. MakeWay has full fiduciary and governance responsibility for Not Far From The Tree.

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. The selected candidate will be an employee of MakeWay Charitable Society. For more information, please visit makeway.org.

MakeWay will provide accommodation during all steps of the selection process, upon request, to applicants with disabilities. If you require accommodation when navigating the application process, please contact info@notfarfromthetree.org.

ROLE OVERVIEW

The Program Coordinator works alongside the Program Manager to nurture and grow the Fruit Picking Program during the busy harvest months to provide operational support, guiding daily decision making and season planning to ensure smooth and successful program delivery. Additionally, they help shape our core community programming, foster meaningful relationships with volunteers and partners, and act as a welcoming voice for those discovering NFFTT through outreach.

Responsibilities Include (but are not limited to)

- Serve as a first point of contact for community members, participants, and partners, managing incoming inquiries via phone, email, and during in person outreach opportunities
- Maintain and update vital reporting tools, including programming trackers, post-event debriefs, and organizational policy documents, and assist in the ongoing development of standard operating procedures and policy
- Contribute to the planning and execution of core community programming, including orchard harvests, seasonal celebrations, and dedicated Pick Leader events
- Foster a supportive and responsive environment for volunteers by ensuring feedback is actively integrated into operations and program changes are communicated transparently
- Provide volunteers support and feedback through one-on-one conversations, active group chat moderation, and by leading the Pick Leader Newsletter
- Support the organization, maintenance, and cleanliness of fruit-picking equipment, ensuring all gear is in good working order and fully stocked across all satellite locations
- Contribute creative content ideas and constructive feedback to broader NFFTT communications strategies and initiatives

Eligibility Requirements

- Be legally entitled to work according to relevant provincial legislation and regulations
- Able to work from home using own computer and stable internet
- Consistent access to a personal smart phone with data
- Fully graduated G driver's license
- Ability to perform active physical work, including lifting/carrying equipment over 40 lbs, reaching, crouching, and standing for extended periods in various weather conditions
- Flexibility to work a few evenings and/or weekends depending on program activities (to be discussed and confirmed ahead of time)

Required Skills, Knowledge and Experience

- Proven commitment to the principles of equity, shared abundance, connection and collaboration, environmental stewardship, resourcefulness, and transparency
- Demonstrated interest in community-led projects, horticulture, urban agriculture, and/or neighbourhood-based organizing
- Demonstrated experience with community engagement, relationship building, and communication across various stakeholders
- Demonstrated experience facilitating community oriented programming for diverse groups of people
- Exceptional relational skills including clear communication, active listening, collaborative problem solving, group facilitation, and comfort with making phone calls
- Demonstrated ability to take initiative, problem solve, manage time effectively, and exercise sound judgment
- Familiarity with G-Suite (Google Drive, Docs, Calendar, Gmail) and ability to gain comfort with unfamiliar digital tools

Assets

- Past participation in NFFTT programming, or other fruit gleaning organizations
- Interest in or experience with fruit trees, horticulture, urban agriculture and/or community food security
- Familiarity with waterbath canning and/or other forms of food processing

APPLICATION PROCESS

We understand that systemic barriers can lead people to self-select out of opportunities. If you meet many of the requirements and are eager to grow with us, we encourage you to apply even if you do not feel that you meet 100% of the above qualifications. We are looking for potential and passion as much as specific skills.

Submit your resume and cover letter sharing your interest in the role and applicable experience to info@notfarfromthetree.org with “Program Coordinator Application” in the subject line.

The deadline for all applications is **Wednesday, April 29 at 11:59pm**.

Selection Process

- Artificial Intelligence (AI) will not be used for any element of the application and hiring process
- This posting is for an existing vacancy and we are actively recruiting for this role
- Applications will be reviewed on a rolling basis
- Interviews with selected candidates will be conducted between **April 27 and May 1**
- Interviews will take place online via Google Meet video call in one-hour timeslots with a panel of two staff, at which point candidates will be asked to provide references
- Selected candidates will be sent the interview questions and a copy of the role description 24 hours in advance of their scheduled interview
- All applicants will receive a notification of whether or not they were selected for the position