

**Job Posting:**

**Revelstoke Visual Arts Centre Community**

**Garden Coordinator**

The Revelstoke Local Food Initiative Society (LFI) is seeking qualified applicants to coordinate the RVAC Community Garden in Revelstoke, B.C.

**This contract will run from March 1 - October 15, 2019.**

Duties include:

* Ensure the maintenance of a tidy, productive garden and compost.
* Maintain garden supplies/materials in an organized manner that is compatible with the Revelstoke Visual Arts Centre representatives.
* Promote and process memberships for the Revelstoke Visual Arts Centre Community Garden.
* Provide orientation for garden members.
* Coordinate the collection of garden yield data and activity information.
* Coordinate the following activities:
  1. minimum of 4 work parties: garden set-up, planting, infrastructure installation and fall clean-up.
  2. the Weeder-of-the-Week Program, engaging members to learn about and perform weekly garden maintenance and harvest.
  3. harvesting and delivery of garden produce for the Community Connection’s Food Bank.
  4. community-building exercises such as potluck parties or socials for garden members throughout the season.
* Conduct all administrative tasks associated with the project, including careful management of project budget.
* Keep digital records of program documents on LFI file-sharing platforms, including a contact database of garden members.
* Work together with the other Local Food Initiatives contractors (where applicable) to link up other programming efforts for garden members and the community at large.
* Document the program through photographs and at least one article to be used in media promotions.
* Provide weekly contributions to the Local Food Initiative Facebook page, sharing interesting information and initiate garden-related discussions.
* Provide a written monthly update on garden activities to the LFI Coordinator.
* Prepare a final report by October 15, 2019.

**The successful candidate will be rewarded $2500 (100 hours @ $25/hour) with a materials budget of $200\*\*.**

Desired skills and attributes for this position:

* Ability to engage volunteers and members of the public
* Strong interpersonal and leadership skills
* Strong written and verbal communication skills
* Highly organized, ability to prioritize, work efficiently, and manage budgets
* Previous gardening experience
* Proficient use of email, word processing, and spreadsheets
* Experience and knowledge of sustainable living practices, including an understanding of the issues of food security and the value of locally produced food as it relates to health, climate change, etc.

Please provide a cover letter and resume stating your contact information and relevant experience in relation to this project. Please submit your letter no later than February 15th, 2019**.** *\*Preference will be given to LFI members.*

## Email your application to [info@revelstokelocalfood.com](mailto:info@revelstokelocalfood.com).

## Requests for further information can also be sent to this email address.

\*\*Remuneration is dependant on available funding.

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