

## **Outreach Program Coordinator**

Are you outgoing and enthusiastic with a spark for gardening and community engagement?

This position will allow the successful candidates to participate in program development from beginning to end. The position is funded by the Canadian Summer Jobs Grant and is intended to provide youth (ages 15 to 30) with experience in community program/development related fields.

### **Outreach Program Coordinator (Community Planner) :**

The Outreach Garden position will assist the organization by providing assistance with EHS programs such as the Garden Tour, Garden Competition and Front Yards in Bloom. The Community Planner will also assist with other EHS events such as the Garden Festival, Perennial Exchange and member tours. The successful candidate will update information, advertise, find sponsors and volunteers and participate in all aspects of the programs.

Specific duties will include:

- Help identify gardens suitable for EHS garden tour;
- Assist with all aspects of the Garden Tour, Garden Competition and Front Yards in Bloom by:
  - attending gardens;
  - assisting volunteers;
  - delivering signs and pamphlets;
  - assisting with booklets and promotion material;
  - assuring volunteers are present;
  - photographing yards;
  - handing out package kits to volunteers;
  - nominating yards and placing signs; and
  - providing follow up once events are completed
- Attend and assist at Garden Festival and Perennial Exchange as needed;
- Other gardening related duties as needed;

Must be aged 15 to 30 years of age to apply in accordance with Canada Summer Jobs Grant

### **Qualifications:**

Minimum High School education

Must have a valid driver's license and access to a vehicle

### **Skills Required**

- Ability to follow direction and work independently;
- Interest and experience in gardening;
- Demonstrated ability to work with diverse community members with varied needs;
- Knowledge of office applications, social media and the Edmonton Horticultural Society;
- Responsible and reliable;
- Good sense of community development and teamwork; and
- In good physical shape to provide outdoor activities requiring lifting and yard work.

The Edmonton Horticultural Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive space. Edmonton Horticultural Society welcomes applications from First Nation, Inuit, Métis, Migrant populations, differently abled, and LGBTQ2S communities.

Mileage will be paid for work related travel once on site.

Hours: Contract position with a minimum of 30 hrs per week for a 16 week duration

Application Deadline: Until suitable candidates are found.

**Please email your resume to [president@edmontonhort.com](mailto:president@edmontonhort.com)**