

A Rocha Canada Brooksdale Environmental Centre

Position Title: Brooksdale Farm & Sales Assistant

Note: Anticipated 2 positions pending funding approval.

Note: These positions will be partially funded by Canada Summer Jobs grant, and are contingent on funding approval.

POSITION DETAILS

Location:	Brooksdale Environmental Centre, Surrey, BC.
Start and End Date:	May 12, 2020 to August 29, 2020 (16 weeks) with the possibility of full time extension to October 31, 2020 and full/part time extension in November and December.
Hours/Days Worked:	Full time (5 days/week, 40 hours/week, Tuesday to Saturday).
Wage:	\$16.20 per hour.
Closing Date:	March 31, 2020, or until the position has been filled.

POSITION FUNCTION

A Rocha is an international Christian organization which, inspired by God's love, engages in scientific research, environmental education, community-based conservation projects and sustainable agriculture. We envision the transformation of people and places by showing God's love for all creation.

A Rocha Canada Brooksdale Environmental Centre is one of the most dynamic environmental centres in North America. Brooksdale's 27-acre property is a living lab comprised of forests, a threatened river system, an organic farm, and heritage houses. This unique combination of sensitive wildlife habitat and agricultural land makes Brooksdale a place where critical environmental issues are researched, addressed, and solved.

The Brooksdale Farm & Sales Assistant works in collaboration with the Program Development Manager, the Farm Manager, the Store Manager and other Brooksdale staff in assisting with crop production and farm sales. The 3.5 acre Brooksdale Farm operates in partnership with the 1 acre Kingfisher Farm. Sales include a 150 member community supported agriculture program (CSA), market, and restaurant sales.

WORKING RELATIONSHIPS

Reports directly to the A Rocha Market Manager who works in close collaboration with the Brooksdale Farm Manager and Brooksdale Program Development Manager. Provides field and sales supervision and instruction to Interns and Volunteers.

DUTIES AND RESPONSIBILITIES

Farm Sales:

- Assist all aspects of market sales, including market set-up and break-down, cashiering and cashing out, and market aesthetics.
- Assist with maintenance and development of new sales infrastructure, including market signage, tables and stands, and point of sales program operation.

- Ensure proper record keeping for sales data. Help develop and promote market sales through advertising channels, Wordpress, and social media outlets.
- Maintain clear communication channels between the farm and clientele.
- Assist with CSA management, communication, sales, and delivery.
- Assist with restaurant communication, sales, and delivery.
- Communicate with vendors/suppliers as needed.
- Assist in training and supervision of Program Interns and Volunteers.
- Work in collaboration with Brooksdale staff for other onsite activities as needed.

Farm Production:

- Assist in all aspects of crop production, including bed preparation, seeding, planting, weeding, irrigating, harvesting, and post harvest processing and packing.
- Record keeping for all required field activities.
- Participate in other general farm tasks as required
- Assist in training and supervision of Interns and Volunteers.
- Work in collaboration with Brooksdale staff for other onsite activities as needed.

WORKING CONDITIONS

Work takes place outdoors in the field areas at Brooksdale and Kingfisher farms. The Sustainable Agriculture & Sales Assistant is required to work in all weather conditions. Work in extreme weather conditions may be required. Long working hours may also be required throughout the production season. Shared indoor office space is provided at Brooksdale, though the Sustainable Agriculture & Sales Assistant will be to required communicate with other Brooksdale staff to avoid space conflicts.

QUALIFICATIONS AND SKILLS

Experience:

- At least one year/season sales and/or customer service experience, preferably within the food and/or agricultural sector.
- At least one year/season in diversified vegetable production (preferably organic) an asset.
- Experience working within the not-for-profit sector an asset.
- Food Safe Level 1 certification, or a willingness to do so.
- First Aid and CPR certifications an asset.
- Social media and/or advertising experience and/or Wordpress experience an asset.
- Demonstrated embodiment of A Rocha Canada's Vision, Commitments and Core Values an asset.
- Demonstrated leadership experience; able to comfortably make decisions and execute tasks in a diverse and dynamic working environment.

Skills:

- Intermediate level point of sales and money handling skills.
- Introductory food literacy knowledge, including general horticultural production, local and organic food concepts and vocabulary, and/or food preparation.
- Introductory technical skills in the areas of horticultural production, soil and landscape management, and/or farm equipment use and maintenance in a mixed farm setting.
- Intermediate Microsoft Office and/or Google suit experience.
- Demonstrated communication (verbal/written), facilitation, and interpersonal skills; able to work both independently and within a high-energy team environment; able to resolve interpersonal conflicts professionally; excellent collaboration and group leadership skills.

- Strong organizational skills; able to identify and prioritize tasks with minimal supervision, work independently, and take initiative.
- Must be physically fit, able to lift 50lbs.
- Demonstrated ability to work quickly, efficiently and calmly in high-stress settings for long hours in any weather and bring tasks to completion on time.
- Familiarity with A Rocha Canada's Vision, Commitments and Core Values.

Additional Eligibility Requirements:

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;
- 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; and,
- obtain a Criminal Record Background and Vulnerable Sector check.

HOW TO APPLY

- Email, as a single PDF document, a cover letter and resume clearly detailing your experience and qualifications for this position to **Ryan Weemhoff** (ryan.weemhoff@arocha.ca)
- Ensure your email subject line clearly refers to the **Brooksdale Farm & Sales Assistant** position.
- Ensure your name and the position title are included in the PDF file name.
- The application intake period will close on March 31, 2020, or until the position has been filled.
- Only applicants selected for interviews will be contacted. Please no phone calls or emails.
- The position(s) are contingent on Canada Summer Jobs funding approval.