

A Rocha Canada Brooksdale Environmental Centre

Position Title: CSA Farm Assistant Coordinator

POSITION DETAILS

Location:	Brooksdale Environmental Centre, Surrey, BC.
Start and End Date:	April 26, 2021, to December 12, 2021, with the possibility of extending part/full time through the winter months.
Hours/Days Worked:	Full time (5 days/week, 40 hours/week, Tuesday to Saturday) *Note: Farm work is variable but this is the average. Some negotiation is available.
Wage:	\$16.20 - \$18.20 per hour (dependant on experience)
Closing Date:	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 a dynamic environmental centre, with programs serving all ages and various ecosystems. Brooksdale's 27-acre property is a living lab comprised of forests, a threatened river system, heritage houses, and a farm implementing sustainable agriculture practices. This unique combination of sensitive wildlife habitat and agricultural land makes Brooksdale a place where critical environmental issues are researched, addressed, and solved.

The CSA Farm Assistant Coordinator works alongside the CSA Farm Coordinator, the Farm Assistant, seasonal workers and volunteers in assisting with crop production, sales and farm education. Sales on the 2.5 acre farm include a 140+ share member Community Supported Agriculture program (CSA), a small on site market, and restaurant sales (less in 2021).

The Farm at Brooksdale Environmental Centre serves the following functions/has the following goals:

- A) To connect the broader community to the sources of their food (CSA members, Brooksdale store farmstand customers); to give these roughly 140+ households an opportunity to experience seasonal, local eating.
- B) To be a "living classroom" of agriculture with a conservation focus for visitors, kid's groups, and the Brooksdale community, modelling sustainable farming and local, seasonal eating.
- C) To produce surplus food for daily meals and events at the Brooksdale Environmental Centre.
- D) To train 8-12 Sustainable Agriculture Interns per year in the practical work of small-scale organic farming.
- E) To operate a Community Shared Agriculture project from June to December of each year (summer and 'winter' harvestable months), and to sell surplus vegetables beyond the CSA model with the intent of producing enough revenue to cover the operating costs of Sustainable Agriculture Programming at Brooksdale.
- F) To complement and support A Rocha's conservation and education work, and to be a demonstration of A Rocha Canada's commitments and core values.

WORKING RELATIONSHIPS

Reports directly to the CSA Farm Coordinator who works in close collaboration with the Assistant Farm, A Rocha Store Coordinator and the Program Operations Manager. Provides supervision and instruction to seasonal farm workers, A Rocha Interns, regular and occasional volunteers.

DUTIES AND RESPONSIBILITIES

- Assist the CSA Farm Coordinator in running the CSA program, including but not limited to the following;
 - Involvement in crop planning and planting
 - Execute all areas of crop production, including seeding, planting, weeding, irrigating, harvesting and packing
 - Assemble weekly CSA shares, interact with members and produce content for newsletters
 - Improve the soil through careful crop rotations, cover cropping, and amendments
 - Assist in the development of infrastructure for farm operations
 - Organize and maintain tools and farm equipment
 - Liaise with chefs and restaurant owners to increase sales of produce to restaurants (*not in 2021)
- Oversee and mentor others in the operation of the CSA program
(* Note in 2021 this will involve Covid protocols).
 - Supervise and assist in training interns in the tasks listed above
 - Train, and supervise volunteers in the garden
- Liaise with the Brooksdale Guesthouse kitchen and help ensure regular use of farm surplus
- Participate in regular A Rocha community events (includes some weekend work, as required)
- Attend weekly A Rocha staff meetings and contribute towards Brooksdale community life
- Engage in charitable fundraising in support of A Rocha's vision and mission, with particular focus to program fundraising (refer to ARC's Relational Fundraising Movement Document). Program fundraising goals vary from year to year. Goals, training and fundraising support will be provided.
- Agree with supervisor on annual program fundraising plan, activities, goals and targets.

Other:

- Work in collaboration with Brooksdale staff for other onsite activities as needed.
 - Example: Annual October Harvest Celebration public event
 - Example: farm to plate fundraising dinner in support of the program
- Awareness and adherence to A Rocha Brooksdale Covid-19 protocols.

WORKING CONDITIONS

Work takes place indoors and outdoors at the Brooksdale Environmental Centre in the field areas of the Brooksdale Farm, and remotely from home. Work in varied weather conditions may be required. Shared indoor office space with access to a desktop computer is provided at Brooksdale.

QUALIFICATIONS AND SKILLS

Experience:

- At least one year/season working in diversified vegetable production (preferably organic).
- Demonstrated organizational leadership experience; able to comfortably make decisions and execute tasks in a diverse and dynamic working environment.
- Customer service and sales experience, preferably within the food and/or farming sector.
- Has the physical health and strength to do physical labour.
- Has experience in training others to do a task as well as communicate ideas.
- Has experience in using Excel spreadsheets.
- Ability to work long hours (beyond 8 hours per day) June-Aug in a 'banked time' structure.
- Demonstrated embodiment of A Rocha Canada's Vision, Commitments and Core Values an asset.

Skills:

- Intermediate 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; 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 physically challenging contexts for long hours in variable weather and bring tasks to completion on time.
- Knowledge and articulation of A Rocha Canada's Vision, Commitments and Core Values.

Additional Information/ Requirements:

- 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.
- Obtain a Criminal Record Background and Vulnerable Sector check.
- Class 5 Drivers License preferred. (Note: public transportation to A Rocha is not easily available)
- Experience with farm equipment and workshop tool use an asset: tractor, rototiller, lawn mower, drills, fencing, etc.

HOW TO APPLY

- Email, as a single PDF document, a cover letter and resume clearly detailing your experience and qualifications for this position to **Andrea Ramos Santos (andrea.santos@arocha.ca)**.
- Ensure your email subject line clearly refers to the **CSA Farm Assistant Coordinator** position.
- Ensure your name and the position title are included in the PDF file name.
- The application intake period will happen until the position has been filled.
- Only applicants selected for interviews will be contacted. Please no phone calls or emails.