



VCFHS Job Posting | Canada Summer Jobs

Position Title: VCFHS Events & Communications Assistant

Victoria Community Food Hub Society (VCFHS) is a not-for-profit charity that promotes good food for all. We operate programs that alleviate poverty and build food security at the same time as we support the local food economy. We aggregate and distribute local produce and value-added goods in the region and distribute fresh healthy foods. We support over 80 farms, harvesters, fisheries and processors to bring their foods to the warehouse where it is packed and then distributed to local charities and schools, as well as to homes and restaurants. We have recently completed the construction of Kitchen Connect: a new processing kitchen. As part of an integrated food hub, we combine processing infrastructure at Kitchen Connect with the aggregation and distribution network of South Island FarmHub.

To learn more about our work, visit www.sifarmhub.ca, <https://www.kitchenconnectvictoria.com/> and <https://www.victoriacommunityfoodhub.com/>

Job Description:

As Events and Communication Assistant, you will provide support for our South Island FarmHub and Kitchen Connect programs. Duties will include designing, preparing and printing outreach materials including storytelling and engaging with social media audiences, creating contests, writing newsletters, and maintaining the websites. You will attend markets and events to represent and promote our programs and fundraising efforts, networking with potential customers, farmers and food makers; some weekends required. We are looking for someone who values flexible, collaborative, creative work environments and who believes in the power of in-person, online and virtual tools to create, connect and engage with the community.

Qualifications:

- Be eligible under Canada Summer Jobs guidelines.
- Applicants MUST be between 18 - 30 years old, and be Permanent Residents/ Canadian Citizens.
- Have experience and knowledge of online platforms (Facebook, Instagram and LinkedIn)
- Experience working with virtual tools (Mailchimp, Google Suite, Canva)
- Strong verbal and written communication
- Graphic Design and Photography skills
- Video editing experience
- Experience or knowledge of website design platforms (Wix/Squarespace)
- Valid BC Drivers License and reliable access to a vehicle
- Interpersonal skills
- Strong interest in local food systems

Field of Studies:

- Communications, Social Sciences, Environmental Sciences, Agriculture and Tourism.



The position will center an equitable and decolonization lens to communications and engagement, and will emphasize the importance of civic engagement as means to create just, sustainable and equitable food systems.

Working Conditions:

Physical Effort: Standing for long periods of time; Sit with arms unsupported while typing (computer work), moving and setting up event materials (20lbs), occasional driving to event locations

Mental Effort: Focus on a variety of tasks

Work Environment: Office setting and optional home office. Local markets & event sites in Greater Victoria region.

Extra Perks of the Job:

- Discount on food and produce at the South Island FarmHub
- Networking opportunities with farmers & makers, the Good Food Network and other social impact organizations
- Flexible and accommodating work schedule
- Hands on training and mentorship
- Membership at the Dock Centre for Social Impact Coworking Space

Applications due: May 5th 2024

Anticipated start date: between May 13 to June 3rd 2024

Wage: \$19/hr

Hours: Up to 20 Hours Weekly, Part-time Summer Student Position. Weekly hours depend on start date: the total amount of working hours is 280. Occasional weekend days are required.

Application details: Please send your resume, sample graphic design work (can be social media graphics) and a written, or short 1-2 minute video, “cover letter” introducing yourself, and telling us why you are interested in getting involved within food systems work and communications and engagement.

Who to send to: Please send your resume, cover letter/video and sample graphics to info@sifarmhub.ca with subject line “VCFHS Communications Assistant.” Please also include how you found out about this job opportunity in your email.

Note: If you have similar experiences, but do not meet these requirements exactly, we encourage you to go ahead and apply and elaborate in your cover letter/video. VCFHS is an equal opportunity employer and encourages applications from individuals from diverse communities, backgrounds, and experiences. All qualified applicants will be considered for employment without regard to ethnicity, race, national origin, age, religion, sexual orientation, gender identity or expression, family or parental status, veteran status, neurodiversity status and any other basis protected under Canadian and BC Human Rights legislation.