



Immigrant and Refugee  
Community Organization of Manitoba

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## **GREENING COORDINATOR**

Seasonal (April-September), part-time term position  
March 2019

### **POSITION PURPOSE AND SUMMARY**

Guided by the vision, mission, and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), the **Greening Coordinator** provides support to IRCOM tenants by;

- Providing access to gardening opportunities for newcomer tenants including:
  - Recruiting, training and supervising selected tenants to adapt growing practices to container gardening and local weather considerations
  - Purchasing seeds, plants and gardening supplies and equipment, and
  - Managing participant and financial records and producing program reports

Reporting to the Community Resource Program (CRP) Manager, this role works in cooperation with CRP staff to meet the newcomer community's settlement needs. The **Gardening Coordinator** will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment, and they will work in a way that is people-centered, holistic and partnership based. This position is ideally suited to an individual who cares deeply about relationships with newcomer families, who is flexible in schedule and in approach to deal with challenges, who is a gifted organizer and motivator, and who can both share and learn about urban gardening techniques.

### **DUTIES AND RESPONSIBILITIES**

#### **Program Delivery (50%)**

- Purchase and facilitate transportation of plants and gardening materials
- Provide one-on-one support to growers during soil preparation and growing
- Support growers with watering plants as needed
- Organize in collaboration with the growers a produce showcase
- Develop and conduct ongoing one-on-one evaluations and final program evaluation with growers
- Clean up and prepare the garden for winter

#### **Program Development (40%)**

- Plan and develop programming materials in various languages with support from interpreters
- Lead information sessions to recruit tenants to the Greening Program
- Conduct workshops and training on growing vegetables in Canada
- Assign garden plots to growers on the balconies
- Take an inventory of what growers would like to grow
- Develop and manage program budget

#### **Reporting and Records Management (5%)**

- Prepare comprehensive program report and any additional reporting as required
- Support grant application for the Greening Program

#### **Team and Interdepartmental Support (5%)**

- Maintain open communication with IRCOM staff, community members and program participants
- Attend IRCOM staff meetings, CRP team meetings and other related meetings as requested
- Collaborate with other IRCOM programs and take part in joint projects
- Follow IRCOM policies and procedures
- Other duties as assigned

## QUALIFICATIONS

- Minimum post-secondary education in a relevant field such as Agriculture and/or a minimum 2 years direct greening or community garden experience
- Computer experience with Microsoft Office applications; Outlook, Excel, PowerPoint, Word
- Prior experience assisting with settlement sector programming an asset
- Superior customer service skills, attitude and experience
- Meticulous organizational skills and the ability to prioritize work
- Strong written and oral English communication skills. Additional languages are an asset.
- Demonstrated experience working in a very fast paced, multi-tasking program environment
- Ability to work as a team player as well as take initiative and work with minimal supervision
- Present a current Criminal Record Check and maintain a clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/employmentopportunities/> )

**Wage:** \$16.32/hour

Collaborative, family-friendly and supportive working environment

### **Schedule:**

This position requires a flexible schedule that will begin in April and continue through mid September. Weekly hours will be highest during planning and harvest times, and less during the growing season. Average weekly hours over the course of the term are approximately 20 hours/week. Days, evenings and some weekends required depending on program needs.

**Application Process:** All applicants must be legally entitled to work in Canada.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or résumé if they are from any of the following groups: women, Indigenous people, refugees, immigrants, visible minorities and/or persons with a disability.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

Applications must be submitted by **Friday, March 29, 2019 at 12 pm** to:

HR - Selection Committee  
95 Ellen Street  
Winnipeg, Manitoba R3A 1S8  
Email: [hr@ircom.ca](mailto:hr@ircom.ca)  
Fax: 204-943-4810

We thank all who apply and advise that only those selected for further consideration will be contacted.