**The Family Education and Support Centre is hiring for the following position:**

**Position Description:**

**Food Program Facilitator**

**From Soil to Table and more!**

We are seeking an energetic, passionate, community-minded person to create, facilitate and evaluate this program which is a community kitchen and garden program, and which aims to provide vulnerable members of our community with the opportunity to learn about cooking from the food they will grow in the garden. The group will have the opportunity to receive employable certifications in the food realm.

**Start date: April 1st** and is for 21 hours per week for 20 weeks at $25 per hour.

Duties include, but are not limited to:

* With the support of the Food Security committee, develop programming and evaluation and report writing.
* Be responsible for ensuring the program goals and objective are met.
* Purchasing/coordinating supplies and material necessary for programming.
* Oversee volunteers and participant recruitment.
* Plan and deliver kitchen and garden sessions-or book a speaker/facilitator to deliver the sessions.
* Record-keeping: Budget, project activities, registrations etc.
* Experience working with vulnerable populations such people living with disabilities, mental health issues, etc.
* Attend meetings as required and other administrative duties.

Skills and Experience required:

* Experience in running food programming, particularly a garden and/or community kitchen, including planning, evaluation, and reporting.
* Knowledge and experience in gardening and cooking
* Strong ability to facilitate/teach sessions on cooking and gardening.
* Strong relationship building skills and great communication skills.
* Ability to manage group dynamics; be supportive to participants.
* Be flexible, as some weeks may be busier than other.
* Excellent time management skills.
* Experience working or understanding in working with vulnerable populations and people from diverse backgrounds and ethnicities.
* Must have transportation to get to the community kitchen locations and garden.
* Must have a valid food safe certificate.
* Must have a clear criminal record check for working with vulnerable adults and children.
* Some evening and weekend work is required.
* Position requires someone that can perform some heavy lifting, bending and other garden related tasks.

Please send resume and cover letter to Jenny Earley at the address below or by email to j.earley@familyed.ca re Soil to Table Program Facilitator