



Job Posting

Site & Program Assistant Greater Victoria Compost Education Centre

The Greater Victoria Compost Education Centre (GVCEC) is a charitable, not for profit organization that provides composting, organic gardening and conservation education to residents of the Capital Regional District.

We are seeking an energetic and motivated person to join our team as a Site and Program Assistant. This is a part-time position based on a 30 hour work week (0.86 FTE) for 14 weeks.

Work Week: Wednesday to Saturday, 8:30am – 4:30pm. Must be available for occasional Sunday and evening work.

Wage: \$12 per hour

Start Date: June 18th, 2008

End Date: August 30th, 2008

Closing Date for Applications: 4:00pm, June 6, 2008

*** Only participants eligible for Canada Summer Jobs will be considered.**

Eligibility criteria:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Please submit your cover letter, resume and three references by email to:

Nadine Brodeur, Executive Director
Greater Victoria Compost Education Centre
1216 North Park Street
Victoria, BC V8T 1C9
Email: info@compost.bc.ca

Phone calls and late or faxed resumés will not be accepted. We regret that only those applicants being considered will be contacted

Job Description

The Site and Program Assistant reports to the Executive Director and the Site Manager and is responsible for assisting the Site Manager with site duties including the maintenance of the demonstration gardens and composting areas. The Site and Program Assistant will also work in the office on Saturdays to assist with other programs and Centre priorities and help customers with their composting questions and needs.

Job Summary

Site Assistance (75%):

- Assist the Site Manager in the maintenance of the Demonstration Gardens including areas which highlight permaculture, xeriscaping, native plants, organic veggie garden, rainwater catchment, and other techniques;
- Assist the Site Manager in the maintenance of the composting program including worm harvesting, compost sifting, and building worm bins;
- Assist Site Manager in organization and maintenance of site structures, including strawbale building, composting toilet, micro-irrigation system, tool sheds, tools, storage areas, and greenhouse;
- Assist Site Manager in the coordination of Site Volunteers.

Program Assistance and General Tasks (25%):

- Assist with other ongoing programs and priorities;
- Respond to hotline calls, emails and site visitors: Answer composting questions, sell composting supplies and promote the Centre's services;
- Assist with planning and delivery of outreach events;
- Assist with other general tasks of the Centre (newsletter articles, strategic planning, special events, etc).

Qualifications:

- Proven expertise and in-depth knowledge of composting practices and principles;
- Knowledge or experience in organic gardening practices and principles;
- Ability to perform physical labour, must enjoy hands on physical work. Carpentry, construction or handyperson skills an asset;
- Excellent interpersonal skills and ability to communicate both verbally and in writing;
- Demonstrated organizational and planning skills, ability to meet deadlines;
- Flexibility, initiative, creativity and problem solving skills;
- Experience working or volunteering in a non-profit environment is an asset;
- Experience providing supervision and training for volunteers is an asset;
- Experience with MS Office including Word, Excel, and Outlook; Experience with Access, Publisher and/or FrontPage an asset;
- Must have valid drivers license and drivers abstract in good standing (no vehicle necessary).