

JOB DESCRIPTION

OUTREACH OFFICER

UVIC CAMPUS COMMUNITY GARDEN (CCG)
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Assists the CCG Coordinator and Board of Directors to promote the Community Garden, facilitate workshops and events, provide education and outreach, and in the daily site operations of the community garden.

ORGANISATIONAL RELATIONSHIP:

1. Reports and is responsible to the CCG Coordinator and the CCG Board of Directors but is under the overall authority of the UVSS Executive Director.

BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.
2. The Campus Community Garden is an organization which began in 1996 and provides access for organic urban agriculture and permaculture to UVic students, faculty, and staff.

DUTIES:

1. Assist the CCG Coordinator in promoting academic/educational activities in the garden and in creating opportunities for volunteer engagement.
2. Assist the CCG Coordinator with workshops and events.
3. Assist the CCG with providing education and outreach for gardening and related topics for the UVic community.
4. Assist the CCG Coordinator with email communication, website updates, and social media outreach.
5. Assist the CCG Coordinator with promoting and supporting edible campus initiatives.
6. Assist the CCG with the operation of the garden as required, and perform other related duties as assigned by the Garden Coordinator and Board of Directors.
7. Record and post meeting minutes on the CCG website.

QUALIFICATIONS:

Required

1. Must be a member in a good standing of the University of Victoria Students' Society.
2. Passionate about gardening, food accessibility, sustainability and community based education.
3. Self-motivated.
4. Demonstrated commitment to fostering positive community atmosphere.
5. Able to perform moderate physical labour.
6. Able to organize, prioritize and follow through.
7. Excellent written and verbal communication and interpersonal skills.

Preferred

1. Volunteer or work experience with the CCG or another similar community garden project
2. Experience with social media, permaculture and facilitating workshops and events.
3. Minimum one year of gardening and/or farming experience, organic.
4. Experience working with non-profit organizations.

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.