



## Education Program Assistant Job Posting

### **About Us**

The Nourish and Develop Foundation (TNDF) is a non-profit organization located out of Cannington, Ontario. We connect people to nourishing food and supportive resources, empowering the community to come together to develop lasting change.

If you're seeking fulfilling employment within a dynamic and supportive team and are passionate about addressing food (in)security and love learning about food with folks of all ages, we're eager to connect with you!

### **Position Summary**

The Education Program Assistant will work closely with, and under the supervision of the Food Literacy Coordinator, to provide food literacy workshops and programs to the general community. Workshops and programs are designed for children, youth, adults and seniors and are aimed at increasing knowledge, awareness and skills around food. Topics include, but are not limited to, nutrition, cooking, baking, optimizing storage, farming & growing methods, seed saving, food systems, meal planning & budgeting, food safety, critical thinking about food marketing, and more.

### **Position Start**

July 2<sup>nd</sup>, 2024

### **Compensation**

\$20/hour

### **Perks**

- Flexible hours
- Lieu time
- Casual dress
- Free food every week through our Mobile Food Market and Community Kitchen
- Professional development and team building opportunities
- A positive and nurturing organizational culture





### **Hours and Location**

This is a part time, contract position (35 hrs/week; 8 weeks). Standard office hours are Monday – Friday from 9:00AM – 4:00PM, however evening and/or weekend shifts may be required for this role, with advance notice given. There is no remote work or hybrid work option available for this position.

This position is based in Cannington ON.

### **Essential Duties Include (but are not limited to):**

#### *Program Assistance*

- Collaborate on researching and writing age-appropriate, interactive, and accessible workshop lesson plans.
- Assist in coordinating logistical aspects of workshops, including scheduling, room setup, and material preparation.
- Co-facilitate workshops, ensuring a welcoming, inclusive, and safe learning environment for participants.
- Collect and analyze program participant feedback to evaluate workshop effectiveness and identify areas for improvement.
- Offer ideas and suggestions for enhancing program efficiency and impact.
- Assist in developing branding and marketing materials to promote upcoming workshops and educational programs.
- Provide general support to the Food Literacy Coordinator, as needed.

#### *General Duties*

- Provide general support for the TNDF team, as needed.
- Actively participate in staff meetings, team trainings, and TNDF community events (i.e., Night Market, fundraisers, etc.).
- Offer support to and communicate often with other staff members.
- Perform other related errands and duties as required.



### **Qualifications & Experience**

- Must be between 15 and 30 years of age (a requirement of the Government of Canada Summer Jobs grant).
- Demonstrated ability to work respectfully with people of different ages, genders, abilities, and cultural backgrounds.
- Experience in food education and community outreach is an asset.
- Experience in program or workshop facilitation is an asset.
- Exceptional interpersonal, communication, and conflict-resolution skills.
- Strong problem-solving and time management skills.
- Ability to work independently and as part of a team.
- Proficient knowledge of MS Office Suite (Outlook, Word, Excel, PowerPoint).
- An ability to do heavy lifting (up to 50 lbs) and withstand repetitive movements.
- A familiarity with Brock Township, Durham Region, and/or rural communities is an asset.
- A valid driver's license and regular access to a reliable vehicle is an asset.
- Please note that the successful applicant will be required to obtain a Vulnerable Sector Check. TNDF will cover the cost of this.

### **Equal Opportunity**

The Nourish and Develop Foundation is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, sex, sexual orientation, age, disability status, or any other applicable characteristics as mentioned in the Employment Equity Act.

### **Applying**

To apply please [click here](#) or drop off your application in person at 16 York St, Cannington before Friday June 7<sup>th</sup> at 4PM.T

While all applications are appreciated, only those who are selected for an interview will be contacted.