



VCFHS Job Posting | Canada Summer Jobs

Position Title: Communications & Administrative Support

VCFHS is not for profit Charity that promotes good food for all. We operate programs that alleviate poverty and build food security at the same time as we support the local food economy. One of our major initiatives is the development of a regional community food hub, that includes a processing facility called Kitchen Connect, and the South Island FarmHub (SIFH). Kitchen Connect is a processing facility, commissary kitchen and food sector training center that will assist food businesses to scale up and produce local food to share with the community. The SIFH was in initiative established in April 2020, to aggregate and distribute local produce and value-added goods in the Capital Regional District and distribute fresh healthy foods to over 30 local charities. We support over 25 farms picking up their produce, over 10 processors and work to bring their foods to the warehouse where it is then distributed to over 30 local charities, schools, home customers and restaurants. restaurants.

To learn more about our work, visit www.sifarmhub.ca and <https://www.victoriacommunityfoodhub.com/>

Job Description:

This position will be responsible for communications and administrative support for South Island FarmHub and Kitchen Connect, to enhance the customer experience. Duties include design, prepare and print outreach materials including storytelling through social media and press releases, engaging with social media audiences, social media contests, creating facebook ads, updating and maintaining the website. Customer service support to include onboarding new customers and responding to customer requests and queries. Assisting with programming and events at Kitchen Connect, including the promotion and running of events held at the facility. Connecting with Kitchen Connect clients to understand their needs and ensure they are using the facility fully and in their best interest.

We are looking for folks who value flexible, collaborative, creative work environments and who believe in the power of online and virtual tools to create, connect and engage with the community.

Qualifications:

- Be eligible under Canada Summer Jobs guidelines.
- Applicants MUST be between 18 - 30 years old, and be Permanent Residents/ Canadian Citizens.
- Have experience and knowledge of online platforms (Facebook, Instagram and Twitter)
- Experience working with virtual tools (Hootsuite, Mailchimp, Google Suite, Canva)
- Strong verbal and written communication
- Graphic Design and Photography skills



- Experience or knowledge of website design platforms (Wix/Squarespace)
- Customer service and relationship building
- Strong interest in local food systems

Field of Studies:

- Communications, Social Sciences, Environmental Sciences, Geography or Agriculture and Tourism.

Sample Work Plan

Develop Communications Strategy (25%)

- Support Communications Coordinator in development of communications and engagement strategies for South Island FarmHub and Kitchen Connect.

Online Communications (35%)

- Develop graphics, posters, content and event promotions for social media (facebook, instagram, twitter)
- Support monthly newsletters
- Develop new engagement strategies
- Support analytics and engagement tracking
- Support with website updates

Customer Service Support (15%)

- Onboarding new FarmHub customers and responding to customer requests and queries
- Connecting with Kitchen Connect clients to assess their needs
- Support events hosted at the Kitchen Connect facilities

Events and Promotion (25%)

- Host tables to promote FarmHub and Kitchen Connect at farm markets and events

The position will center an equitable and decolonization lens to communications and engagement, and will emphasize the importance of civic engagement as means to create just, sustainable and equitable food systems.

Applications due: May 8th at 11:59PM

Anticipated start date: May 16th, 2022

Wage: 19\$/hr

Hours: 30 Hours Weekly, Full-time Summer Student Position for 8 weeks. The total amount of working hours is 240 (with possibility of extension to 16 weeks subject to funding)



Working Conditions | This position will be hybrid working in office and remotely at home. We ask that applicants reside within commuting distance to the Greater Victoria region as some projects and events may require in person-work, abiding by health and safety guidelines.

Application details: Please send your resume, sample graphic design work (can be social media graphics) and a written or short 1-2 minute video “cover letter” introducing yourself, and telling us why you are interested in getting involved within food systems work and communications and engagement.

Who to send to: Please send your resume, cover letter/video and sample graphics to hr@crfair.ca with subject line “VCFHS Communications & Admin Support” by May 8th, 11:59PM. Please also include how you found out about this job opportunity in your email.

Note: If you have similar experiences, but do not meet these requirements exactly, we encourage you to go ahead and apply and elaborate in your cover letter/video. VCFHS is an equal opportunity employer and encourages applications from individuals from diverse communities, backgrounds, and experiences. All qualified applicants will be considered for employment without regard to ethnicity, race, national origin, age, religion, sexual orientation, gender identity or expression, family or parental status, veteran status, neurodiversity status and any other basis protected under Canadian and BC Human Rights legislation.