

VCFHS Job Posting | Canada Summer Jobs

Position Title: Communications & Events Assistant

Victoria Community Food Hub Society (VCFHS) is a registered 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. We aggregate and distribute local produce and value-added goods in the region and distribute fresh healthy foods. We support over 90 farms, harvesters, fisheries and processors to bring their foods to the warehouse where it is packed and then distributed to local charities and schools, as well as to homes and restaurants.

Learn more about us: www.sifarmhub.ca, and <https://www.victoriacommunityfoodhub.com/>

Job Description:

Are you an extrovert person who loves to connect with local farmers, community members, and donors?

As Communication & Events Assistant, you will work alongside our Sales & Marketing Coordinator to support and help expand the South Island FarmHub Program. Duties will include designing, preparing and printing outreach materials including storytelling and engaging with social media audiences, creating contests, writing newsletters, and maintaining the websites. You will attend farmers markets and community events to represent and promote our programs and fundraising efforts, networking with potential customers, donors, farmers and food makers. We are looking for someone who values flexible, collaborative, creative work environments and who believes in the power of in-person, online and virtual tools to create, connect and engage with the community.

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.

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 LinkedIn)
- Experience working with virtual tools (Mailchimp, Google Suite, Canva)
- Strong verbal and written communication
- Graphic Design and Photography skills
- Video editing experience an asset
- Experience or knowledge of website design platforms (Wix/Squarespace)
- Must have a valid BC Drivers License and reliable access to a vehicle
- Interpersonal skills



Field of Studies:

- Communications, Marketing, Business, Tourism, Agriculture, Social Sciences

Working Conditions:

Physical Effort: Sit with arms unsupported while typing (computer work); Standing for long periods of time (occasional), lift and move up to 35lbs event totes, tent, and materials.

Mental Effort: Focus on a variety of tasks; meet and project deadlines; meeting and event hosting (occasional)

Sensory Load: Mostly low with occasional high sensory input during events and meetings.

Auditory: Overlapping conversations and shouting over noise;

Visual: Fast-paced movement—people, signage, safety markings; Fluctuating lighting (bright fluorescents or dim corners); High visual clutter—stacked boxes and supplies (occasionally)

Tactile: Cold or hot temperatures when outdoors (occasional)

Work Environment: Home office (often), shared office, meeting rooms, community spaces, event venues indoors and outdoors, including gardens spaces and farms (occasional), warehouse and commercial kitchen (occasional)

Extra Perks of the Job:

- Discount on food and produce at the South Island FarmHub
- Networking opportunities with farmers & makers, the Good Food Network and other social impact organizations
- Hands on training and mentorship

Applications due: May 10th 2026

Anticipated start date: between May 18 to June 1st 2026

Wage: \$19.50 to \$21 per hour depending on experience

Hours: 20 to 30 Hours Weekly, with flexible schedule. Required to work various weekends and evenings attending events. Total amount of working hours is 280

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 jobs@sifarmhub.ca with subject line “VCFHS Communications & Events Assistant - Your First Last Name.” 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.