

## CRFAIR Job Posting | Summer Jobs

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### Position Title: Youth Program Coordinator

CRFAIR is a not-for-profit community based organization that acts as a coordinating backbone to a network of food, farm and health organizations (The Good Food Network) working to promote healthy and sustainable food systems in the Capital Region. To learn more about our work, visit [www.crfair.ca](http://www.crfair.ca).

The program: The Youth Food Network (YFN) works to provide empowerment and education, enriching experiences, and opportunities to youth, aged 15 to 30, across the Capital Region to participate in our local food system.

### Job Description:

As Youth Program Coordinator you will work supporting the development and delivery of the Youth Food Network programming and engagement initiatives. In this position, you will be encouraged to utilize creative and innovative approaches to engagement, communication tools including use of social media, video, podcasts, traditional media sources, photography and graphic design. Your work will also include the planning of an annual Youth led event, maintaining and updating the YFN website, supporting other CRFAIR initiatives and partnerships, and continuing production of the podcast series Sprouting Conversations.

### Qualifications & Skills:

- Be eligible under Canada Summer Jobs guidelines:
- Applicants MUST be between 18 - 30 years old, and be a Permanent Resident or Canadian Citizen
- Willingness to adhere to workplace policies and safety procedures
- Excellent organizational and time management skills
- Comfortable hosting events and speaking to the public
- Have experience and knowledge of online platforms (Facebook, Instagram and Twitter)
- Experience working with virtual tools (Hootsuite, Mailchimp, Google Workspace tool, Canva, Wix, Slack)
- Strong verbal and written communication
- Graphic Design and Photography skills
- Have access to a vehicle and a valid BC drivers license.
- Videography experience an asset but not required
- Event planning experience an asset but not required
- A passion for strengthening our local food system and food security
- Availability to continue in the position year round

### Related Field of Studies:

- Environmental Sciences, Food Sciences, Communications, Marketing, Geography, or Social Sciences.

### Responsibilities:

- Support program development
- Plan and host external events such as working group, workshops, and gatherings
- Coordinate volunteers and event participants
- Create promotional materials and social media content
- Curate and produce podcasts
- Attend team meetings and support organizations initiatives as needed

## Working Conditions:

**Physical Effort:** Sit with arms unsupported while typing (computer work); Standing for long periods of time (occasional) lift and move up to 25lbs event totes 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, pallets, forklifts; Color-coded signage, safety markings, and hazard tape; Fluctuating lighting (bright fluorescents or dim corners); High visual clutter—stacked boxes and supplies (occasionally)

**Tactile:** Handling of cold, frozen, wet goods; Vibration from tools and machines; Cold or hot temperatures outdoors (occasional), Sudden colder temperature shifts (walk-in freezer)

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

## Extra Perks of the Job

- Networking opportunities with the Good Food Network and other social impact organizations
- Hands on training and mentorship
- Discount on food and produce at the South Island FarmHub (run by our sister organization VCFHS)

**Applications due:** April 29th 2025

**Anticipated start date:** second week of May, 2025

**Wage:** \$19-23/hr depending on experience

**Hours:** Approx. 20-25 Hours Weekly, Flexible schedule available. May be required to work occasional weekends.

The total amount of working hours will be approximately 280 | We are looking for someone who could continue working with us after the Summer Job placement.

*This position is contingent on Canada Summer Jobs funding.*

**Application details:** Please send your resume and cover letter in one PDF document with your last name as the name of the document. In lieu of a cover letter, you can submit a 1 to 2 minute video. **Send to [info@crfair.ca](mailto:info@crfair.ca) with Subject Line: "Youth Program Coordinator - Your 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 or video. CRFAIR 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.\**