

FreshRoots Vancouver

LFS 496 Admin & Farm Assistant- Winter 2023

Position Location: South and East Vancouver; Norquay Park, Van Tech and David Thompson Secondaries. Work will be primarily in person at the Fresh Roots office and occasionally with school groups.

Hours and Credits : 117 hours from January to April (3 credits) OR 234 hours from January to June (6 credits)

Schedule: Candidate must be available to work on site during regular business hours, Monday to Friday between 9:00-5:00.

The Position

Interested in learning more about the behind-the-scenes workings of a nonprofit? Want to get your hands dirty and wake up the farms and garden? The Admin & Farm Assistant will work with the Operations Coordinator with administrative projects and support the Farm Manager with early spring farm tasks.

Learning Goals

- Increase skills in not-for-profit operations, including data entry, CRM experience, inventory management, and electronic filing
- Increase skills in farming, including preparing beds and starting seeds
- Increase knowledge of Fresh Roots's core educational focuses: food and food systems, land and ecology, and community connection and celebration.
- Understand the role of community education & administration in connecting people with food, the land, and their communities

Specific Duties

The Admin and Farm student will work alongside the Operations Coordinator & Farm Manager, and eventually independently, on the following tasks:

- Data entry and preparation of spreadsheets for CRM import
- Managing photos and files on Slack and Google Shared Drives
- Organizing and updating profile information on Keela
- Maintaining inventory and preparing farm and office supplies for the new season
- Preparing farm beds for planting
- Starting seeds for transplant
- For 6-credit placements, there are opportunities to support farm field trips in the spring.

Qualifications

- Must be a UBC student intending to register for LFS 496 for Winter 2 term

- **Must be available to work on site in South Vancouver 9 hours per week between Mondays to Fridays between 9:00-5:00.**
- Must pass a criminal record check for working with children and vulnerable populations
- Interest in and willingness to learn about community education and nonprofits
- Experience with, or willingness to learn Google Suite, Keela, Slack, and other web-based platforms
- Experience in administration and data entry is an asset
- Excitement for learning new things and sharing knowledge with others
- Experience working with kids preferred
- Education and/or experience in teaching, gardening, farming, cooking, ecology, or related fields preferred
- Willing to work outdoors in all weather conditions
- Able to follow policies and procedures to ensure participant and staff health and safety
- Flexible to travel between South Vancouver and East Vancouver

How to Apply

Submit a letter of interest sharing why you are interested in the position, what you hope to learn, and any related experience (paid or unpaid) to

<https://freshroots.bamboohr.com/careers/55>.

Fresh Roots is committed to employment equity and encourages applications from underrepresented groups.

We regret that due to the high volume of applicants only those selected for interviews will be contacted.

About Fresh Roots

Our Vision is Good Food For All, which is realized when youth have the skills, capacity, and will to act as food citizens and land stewards, to grow and share healthy food for themselves, their families, and the planet! To make this vision a reality, we cultivate educational farms and programs where students dig into meaningful connections with the land, food, and each other, inspiring communities to build just food systems. Learn more at freshroots.ca.