



Sole Foods Street Farms

Communications & Administration Assistant – LFS 496 Summer Term 2023

Mentor: Heather Farmer

Position Location: 299 West 1st Ave, Vancouver, BC, V5Y 1A6

Hours and Credits: 3 months at 9 hours per week (3 credits), OR 3 months at 18 hours per week (6 credits). May 15, 2023 to August, 2023.

Course Background

The Career Development Course aims to engage UBC students with their local food system and create opportunities to experience the working environment of a food sustainability focused organization. Students work alongside their mentor, food systems practitioners, and faculty to increase their understanding and knowledge of food systems work, from organic agriculture to food production methods, food-focused community engagement, and business management.

Position Details

The Communications and Administration Assistant will join us on-site at Sole Food's Olympic Village farm to work alongside our community of farmers and food lovers. The student will support Sole Food's internal and external communications by assisting with documentation, digital content creation, data tracking, and the assessment of our community engagement strategies. The student will also have the opportunity to join-in on field work managing soil and compost, planting seeds, weeding, pruning, harvesting and processing artisanal fruits and vegetables.

Learning Goals

- Learn about Sole Food's urban agriculture social enterprise model
- Build strong connections with Vancouver's food systems network and The Downtown Eastside community service network
- Get hands on experience crafting effective internal and external communications
- Engage in a supportive and accessible workspace for people facing barriers to traditional employment
- Gain agricultural skills

Qualifications

- Must be a UBC student intending to register for LFS 496 for Winter 1 term

- Must pass a criminal record check for working with children and vulnerable populations
- Interest in and willingness to learn about urban farming, community education and nonprofits
- Education and/or experience in gardening, farming, cooking, ecology, or related fields preferred
- Experience with Google Suite, Microsoft Suite, and Social Media platforms
- Willing to work outdoors in all weather conditions
- Able to follow policies and procedures to ensure participant and staff health and safety

How to Apply

Submit a resume and cover letter to **heather@solefoodfarms.com**.

All applications should clearly refer to the “LFS 496 Career Development Course” and position title when applying. The cover letter should include an introduction, share why you want this position, and what you hope to gain from the position if accepted. Cover letters should be no more than 500 words.

Application deadline **March 31st, 2023**.

About Sole Foods Street Farms

Founded in 2009, Sole Food Street Farms transforms urban land into productive agricultural landscapes. We have grown to become one of North America’s largest urban farms, producing up to 30 tons of fresh food annually that is sold to the public and donated to community partners. Sole Food trains and employs vulnerable residents from Vancouver’s Downtown Eastside who are facing complex barriers to work. Individuals are trained and given the opportunity to work with living soil, grow fresh food, develop new skills, and spend their days in an environment that supports the healing of body, mind, and soul.

Sole Food models the economic and social possibilities for urban agriculture, and demonstrates the vital connections between farming, land stewardship, and community well-being. Learn more at <https://solefoodfarms.com>.