

Village Vancouver

Summer Employment Opportunities

Village Vancouver is seeking energetic and organized individuals with a passion for community development to assist with the day-to-day business and longer-term community and environmental goals of this dynamic non-profit society.

In compliance with Canada Summer Jobs guidelines, applicants must be a Canadian citizen, a permanent resident, or have official refugee protection status, be legally entitled to work in Canada, and between the ages of 15 and 30. Please visit www.villagevancouver.ca to learn more about us. We thank all applicants for their interest. Only those selected for an interview will be contacted.

Administrative and Programming Assistant

Qualifications:

- Interest in community development
- Knowledge of office procedures
- Possess general computer skills
- Excellent communication skills (written and oral)
- Ability to work well with management, board, staff, volunteers and others
- Ability to take direction well and to show initiative
- Experience working, studying, or collaborating with people from diverse cultures and economic backgrounds
- Familiarity with the Kitsilano neighbourhood and the Westside an asset

Projects and tasks may include:

- Staffing the office and light maintenance
- General administrative tasks
- Helping organize and promote Village Vancouver programs and projects
- Assisting in preparing the annual report
- Participating with grant writing
- Website maintenance and upgrades - technical experience a plus
- Helping with Car Free Day and events such as workshops and other Village Vancouver activities
- Helping produce the newsletter
- Maintain mailing lists
- Working on membership drives
- Other tasks as needed

Rate of pay: \$16.00 per hour + 4% in lieu of vacation

Job Duration: 35 hrs/week. 6 weeks, June 24th-August 3rd or July 2-August 10th.

Location: Field House McBride Park (Kitsilano, Vancouver)

Deadline for Applications: Please submit a cover letter indicating your interest in this position and your eligibility for employment, and a resume, including three references to ross@villagevancouver.ca by noon on Friday, June 21st (for June 24th start) or noon on Thursday, June 27th (for July 2nd start).

Assistant Seed Librarian and Community Gardener

Qualifications:

- Interest in community development
- Ability to work well with management, board, staff, volunteers and others
- Ability to take direction well and to show initiative
- Experience working, studying, or collaborating with people from diverse cultures and economic backgrounds
- Gardening and/or seed saving experience an asset
- Familiarity with the Kitsilano neighbourhood and the Westside an asset
- Ability to occasionally lift moderate to heavy items

Projects and tasks may include:

- Producing seed packets for our seed libraries
- Helping to maintain and restock our seed libraries
- Developing educational and promotional material for seed saving efforts
- Processing seed donations
- Helping organize seed saving workshops and seed saver club meetings and participating in seed saver meetings
- Helping build raised beds
- Helping maintain Village Vancouver collaborative community garden sites
- Helping with Car Free Day and other Village Vancouver workshops and activities
- Other seed, gardening, and general tasks as needed

Rate of pay: \$14.70 per hour + 4% in lieu of vacation

Job Duration: 35 hrs/week. 8 weeks June 24th-August 17th, or 40/hrs/week, 7 weeks July 2nd-August 17th.

Location: Field House office in McBride Park (Kitsilano, Vancouver)

Deadline for Applications: Please submit a cover letter indicating your interest in this position and your eligibility for employment, and a resume, including three references to ross@villagevancouver.ca by noon on Friday, June 21st (for June 24th start) or noon on Thursday, June 27th (for July 2nd start).