



1216 North Park Street, Victoria, BC V8T 1C9 Canada
(250) 386-WORM (9676) FAX (250) 386-9678
E-mail: info@compost.bc.ca
Website: www.compost.bc.ca
Registered Charity No. 89670 2289 RR0001

The Compost Education Centre is hiring a Summer Education & Site Assistant!

The Compost Education Centre (CEC) is a charitable, not-for-profit organization that provides composting, organic gardening and conservation education to residents of the Capital Regional District.

We're looking for someone to support our educational programs (currently offered on-site and in schools w/ COVID safety protocols in place), on-site management (gardening and composting), and some office work. The summer assistant will have opportunities to empower learners in ecological stewardship through learning how to compost, grow their own food, and care for local ecosystems. The summer team member will gain valuable skills in delivering environmental education relating to sustainability, conservation, and protection.

All work will be conducted with adherence to current best COVID-19 safety practices.

This position will start Wednesday July 28th and run for 10 weeks.

Applications will be accepted until **Tuesday July 13th at 11:59pm.**

Job title: Education & Site Assistant

Duration: 10 weeks, beginning in late July

Work Week: Wednesday to Saturday, 9am – 4:30pm with a half hour unpaid lunch break.

Wage: \$19.39 /hr, 28 hrs per week

Duties include:

Education program assistance (35%)

- Support the effective coordination of education programs via both email and phone;
- Support the development of education programs and educational materials for children and youth and;
- Support engaging delivery of workshops, site tours and other demonstrations

Site assistance (35%)



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- Assist in the maintenance of the teaching gardens including areas which highlight permaculture, native plants, organic vegetable gardening, rainwater catchment, and other techniques;
- Assist in the maintenance of the composting program including worm harvesting, compost sifting, and building worm bins; and
- Assist in organization and maintenance of site structures, including strawbale teaching building, irrigation system, tool shed, tools, storage areas, and greenhouse.

Office assistance (30%)

- Respond in friendly and timely ways to public inquires - calls, emails, and other online modes of communication (social media);
- Contactless sales of seeds, composters, and other sustainability supplies;
- Assist with the successful promotion of programs via social media and direct email; and
- Assist with other ongoing programs and priorities as required.

Requirements:

This position will require familiarity with the work, mission and mandate of the Compost Education Centre; or demonstrated experience and/knowledge of composting, waste reduction, ecological conservation and/or soil health; or demonstrated experience as an educator; or demonstrated experience/skillsets in decolonizing food and agricultural systems. The position will require both outdoor and indoor work. Outdoors it will require the ability to lift 40 lbs as well as climb stairs, walk, kneel or squat, bend, and shove. Indoors it will require sitting at a desk for several hours at a time and public speaking.

The position is funded by Canada Summer Jobs. Therefore the individual must also meet the Canada Summer Jobs criteria:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

The ideal candidate will display initiative, and the capacity for self-direction, along with a high level of organization, the ability to meet deadlines and to work as part of a team (with compassion and humour!) Excellent interpersonal skills, with the ability to communicate well both verbally and in writing, and some proficiency with the MS Office Suite are also required.



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Some experience teaching workshops to adults, children and/or youth, working or volunteering in a non-profit environment are also considered assets. Experience with digital tools (Zoom, Google Suite, Canva) and social media (Facebook, Instagram, Twitter) are beneficial, but not required. The preferred level of education is post-secondary.

Please ensure that your application explicitly addresses all skills and criteria listed above as well as why you are most compelled to work with us here at the CEC.

Visit our website at <https://www.compost.bc.ca/>, [Facebook](#) and [Instagram](#) channels for more information about the CEC.

We are grateful to all of those who take the time to apply, however, only candidates selected for an interview will be contacted.

Please email your application materials (resume, cover letter and the names of three references – as one pdf) with subject line: “Summer Education and Site Assistant” followed by your name addressed to Alexis Hogan, Executive Director at info@compost.bc.ca by **Tuesday, July 13th at 11:59pm.**

****Please include your last name in the filename(s) of your application materials.****



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