



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 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. Visit our website at compost.bc.ca, [Facebook](#) and [Instagram](#) for more information about the CEC.

Job Title: Site Assistant

Start Date: May 6, 2026

Duration: 9 weeks

Work Week: Wednesday to Saturday from 9am to 4:30pm with a half hour paid lunch break (7.5 paid hours per day; 30 hours per week; 60 hours per pay period) with some evening and weekend work required

Wage: \$24.48 per hour plus 6% vacation pay

Applications due: 12:00am Friday, Mar 13, 2026

Job Description: The Site Assistant (SA) reports to the Education Director. The SA supports the management of our demonstration and teaching gardens with various composting, soil and plant care tasks, harvesting and farm stand sales; they attend community events to share CEC resources and answer composting and gardening questions; and they complete some office work (tracking garden activities) and retail sales interactions with customers. The SA will have opportunities to gain valuable skills in organic gardening, composting, ecological education, and make a significant contribution to the larger vision of the Compost Education Centre.

This position is contingent on federal funding. The start dates and contract duration may vary from what is listed in this posting. In your application, please indicate your availability for both a 9-week contract starting May 6 as well as a six-month position starting May.

Responsibilities:

Site assistance (70%)

- Assist in the maintenance of the teaching gardens including areas which highlight permaculture, native plants, organic vegetable gardening, rainwater catchment, and other techniques;
- Care for vegetable seedlings and established vegetable plants, harvest veggies for sale in the farm stand
- Assist in the maintenance of the compost bins including compost turning, compost application, 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.
- Assist in event preparation and implementation, such as annual August Plant Sale.
- Support the Education Director with the management of the Chambers street allotment and Earthbound allotment gardens which may include organizing and attending work parties and other tasks as needed



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Outreach assistance (20%):

- Attend community events, engage curious community members answering questions, and providing resources as needed.

Office assistance (10%)

- Respond in friendly and timely ways to public inquires - calls, emails, and other online modes of communication (social media);
- Sales of seeds, composters, farm stand items and other sustainability supplies;
- Assist with other ongoing programs and priorities as required including delivery of adult education workshops.

Minimum Requirements

- Demonstrated knowledge of and enthusiasm for composting, waste reduction, ecological conservation, decolonizing food and agricultural systems, and soil health.
- Driver's license and clean driver's abstract.
- Access to a vehicle for work use OR eligibility to join the CEC's Modo Carshare Membership:
 - Be 19+ years of age or, if younger than 19, join as a Green Member.
 - Have an N licence or better or the equivalent from another jurisdiction (non-BC licences are welcome) (i.e. you must be allowed to drive alone in the car).
 - Have had no licence suspensions or prohibitions within the past two years
 - Have not received six or more driver penalty points (or equivalent demerit points) in the past two years
 - Have not been charged with, or convicted of, any Major Traffic Violation
- Ability to work evenings and weekends.
- Experience working with volunteers.
- Ability to work both outdoors and indoors.
- Ability to speak publicly.

Desired Skills

- Familiarity with the work, mission, and mandate of the Compost Education Centre.
- Ability to communicate well verbally and in writing.
- Ability to lift gardening materials supplies (40lbs) short distances.
- Ability to work at a desk for several hours at a time.
- Experience working in vegetable gardens, small scale farms, or plant nurseries

Federal Funding Job Requirements

The position is funded by federal funding. Therefore, the individual must also meet the federal funding 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



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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.

Application Process

Please email a cover letter, resume, and contact information for three references as one single PDF document to Claire at cremington@compost.bc.ca using the file name format "Site Assistant – Last Name" with the email subject "Site Assistant – Last Name." Please ensure that your application explicitly addresses all minimum requirements and desired skills listed above as well as why you are interested in working with us here at the CEC. Please also indicate your availability for both a 9-week contract starting May 6 as well as a six-month position starting May.*

The CEC is committed to fostering an inclusive and accessible application process for all candidates. We value diversity and welcome applicants from all backgrounds. If you require any accommodations during the application process, please don't hesitate to reach out to Claire at cremington@compost.bc.ca. We are dedicated to identifying and implementing practical and effective accommodations to ensure a fair, respectful, and supportive experience for every applicant

Our hiring timeline is as follows:

Mar 13	Posting closes
Mar 17	All candidates contacted. Shortlist of candidates contacted to schedule interviews
Mar 17 to Mar 28	Interviews
Mar 29	Verbal offer made
May 1	Anticipated start date

If our timeline changes, we will endeavor to communicate the changes to all candidates. We look forward to receiving your application and appreciate your interest in joining our team at CEC.



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