



Farm Assistant

Job Posting

Position Overview

The Farm Assistant will be instrumental in ensuring our food market has fresh, healthy produce from our North Field Food Farm. Reporting to the Community Farmer, the Farm Assistant will prep, plant, weed, water, harvest and distribute produce following organic standards from appropriately 2 acres of land located on the Ignatius Jesuit Centre.

The Farm Assistant is responsible for arranging the sale of produce to local restaurants under Hope House's Better Food Co social enterprise project.

In addition, the Farm Assistant helps to ensure that the North Field Food Farm is a welcoming gathering place for the community and encourages volunteers to complete production tasks such as prepping, planting, weeding, watering, harvesting among others.

The successful candidate will have experience in gardening, commitment to social justice and an understanding of the food system and food security. They must demonstrate an ability to work with and show sensitivity to those who have experienced trauma and/or poverty.

Duties and responsibilities

Production

- Support the Community Farmer in developing the crop plan and maintaining equipment
- Under the direction of the Community Farmer plant, transplant, weed, harvest and clean produce according to Organic and Food Safety protocols
- At the end of harvest work with the Community Farmer to ensure that the production area is tidied and prepared for the next production season including ensuring that all equipment, tools and irrigation lines have been properly maintained and stored away
- Work with the Community Farmer to problem solve production and infrastructure challenges over the season

Volunteer Supervision

- Encourage and support volunteers in production tasks (planting, weeding, watering, harvesting, and post-harvest field clean up)
- Help coordinate individual, group and corporate volunteers, ensuring a seamless, educational and fun experience
- Provide a welcoming space for individuals to build self-confidence, wellness and personal skills

Better Food Co - Direct Sales to Restaurants

- Develop 6-10 contacts with the local restaurants interested in purchasing fresh produce from the North Field Food Farm

- Create and share crop availability lists including quantity and price with restaurant contacts on a weekly basis during harvest season
- The Farm Assistant also shares this information with the Hope House Community Chef to support the production of Better Food Co meals at the end of each month including production volumes
- Confirm sales and invoice restaurants based on their purchases
- Arrange for delivery of produce to restaurants by working with the Hope House's delivery team

Healthy and Safety

- Maintain an appropriate Standard First Aid, CPR and Naloxone certifications
- Help ensure that activities are conducted on the farm in a safe manner by staff, volunteers and community members

Other duties

- Works with the Community Farmer to ensure that at least one of you is onsite whenever volunteers are at the site
- Complete all program documentation e.g. participant releases, program related data collection
- Accurately and timely completion of administrative tasks, e.g. invoicing, expense claims, reports to supervisor, etc.
- Attend staff training and meetings and provide appropriate and constructive input
- Other duties as assigned

Direct reports

- Some supervision of volunteers

Qualifications

- A minimum of 2 years experience in gardening, ecological farming or other field work
- Knowledge and experience in working with basic farm tools
- Ability to work independently and well with others
- Experience working with volunteers
- Demonstrated experience and expertise working with marginalized individuals and groups
- Works well outside in all weather, at a good pace
- Commitment to Health & Safety, operating as a cohesive team and building community
- Ability to repeatedly lift up to 50 lbs, load and unload supplies into vehicles
- Ability to establish and build healthy working relationships and partnerships with stakeholders
- Commitment to continuous learning
- Able to maintain strong boundaries with community members
- Strong organization and administrative skills
- Strong commitment to the vision, mission and core of Hope House
- A valid vulnerable sector criminal record check will be required by the successful candidate
- Hold current Standard First Aid, CPR and Naloxone from an accredited organization
- Working knowledge of poverty (i.e. generational, situational, working poor)
- Provision of a vulnerable sector police check

Compensation and Details

- This is a full-time, 39 week contract with a total of 1,300 hours (an average of 33 hours/week over the contract).
- Work schedule to be determined based on the needs of the role and will include some evenings and weekend work from April to October.
- Start Date: Monday, March 6, 2023
- End Date: Thursday, November 30, 2023 (potential to renew each year)
- Salary of \$25,000 per year (\$19.20/hr)
- This position is in Guelph and required to work at the North Field Food Farm (5484 Hwy6, Guelph ON)
- To support health and wellness, this role has access to:
 - 11.25 days of vacation over the contract. Vacation is earned at 1.25 days per month worked
 - Additional time away of up to three paid personal days

Equity, Diversity and Inclusion

Hope House is an equal opportunities employer, committed to employment equity. We value diversity and invite all qualified candidates to apply. We welcome team members with the knowledge and skills to productively work with diverse communities. Hope House values lived experience alongside educational and workplace experience. Feel free to highlight your lived experience in your application, as you feel comfortable, as it will help us consider your application in a holistic way.

About Hope House

Hope House is part of Guelph's system of services for community members living in poverty. Our distinctiveness and strength lie in our ability to act as a community hub for those experiencing poverty. Through our programs and close partnerships with like-minded organizations we address the five dimensions of well-being: physical, spiritual, emotional, relational, and financial. A person or family can experience poverty in any of these areas.

All our programs and services are delivered in support of our vision and mission while living out our values of dignity, belonging, and advocacy. Our goal is to foster a greater level of independence by delivering front-line services and support that allow our community members to maintain their dignity and choice. This is accomplished through a diverse range of programs and services including a choice-based Food and Clothing Market, Hope Stylin' Haircuts, Healthy Living programming, the Guelph Community Backpack Project, a daily Café, Hope for the Holidays, and other programs supporting all Guelph residents (including children) living in poverty.

Vision: A community supporting people living in poverty to discover their purpose and develop their full potential.

Mission: With the goal of a greater level of independence for every person living in poverty, we provide tangible, compassionate assistance and care to those in Guelph and abroad through immediate relief and ongoing support.

Values – Dignity, Belonging, and Advocacy

- Dignity: We believe every person matters.
- Belonging: We offer a community that welcomes and encourages people where they can receive immediate relief and ongoing support.
- Advocacy: We advocate with and amplify the voices of people living in poverty.

Next Steps

- Please email your cover letter and resume, specifying Farm Assistant in the subject line, to director@hopehouseguelph.ca by 11:59 pm Wednesday, October 26, 2022.
- Please include in your cover letter the answer to the question, “Why you believe you are a good fit for this role?”