



Grassroots seeks energetic and environmentally aware youth for summer employment in Port Hardy

Applicants must be between 15-30 years of age.

Program Coordinator I \$15 an hour

35 hours per week, 8 weeks to start, start date negotiable (earliest May 6, latest July 8)

Possibility of extending this position as permanent part-time employment

Under the direction of the program coordinator supervisor:

Financial Accounting – event bookkeeping: farmers markets, fundraisers, special events

Marketing – develop and implement marketing plan to improve farm sales and event attendance

Effective Organizational Writing – responsible for writing and spell checking marketing materials

Tourism Industry – responsible for coordinating with Chamber of Commerce/Visitors Centre re: tourist visits to Grassroots

Accommodating Visitors - review the needs of the local and tourist visitors and their relationship with Grassroots before, during and after their stay. Recommend and implement improvements.

Human Resources Management – responsible for planning and implementing improved volunteer recruitment, training and maintenance practices.

Leadership & Management - as the foregoing tasks are mastered, project coordinator will assume increasing responsibility, leadership and independence in executing three of the organization's programs.

Grassroots day to day activities: to gain a holistic understanding of Grassroots tasks will include physically working on the farm and participating in scheduled events (field trips, farmers markets, fundraisers, special events).

Resume and two references:

Attention: Dawn

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250-230-4243

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www.grassrootslc.org