



## BC Agriculture in the Classroom Foundation

**Job Title:** BC Agriculture in the Classroom – Garden Programs Assistant

**Position details:** in Abbotsford; 21 hours a week, September 1 – June 30; \$20.00 per hour

### **Who we are**

The **BC Agriculture in the Classroom Foundation** works with educators to bring agriculture to students within BC's K-12 educational system. Our non-profit Foundation has successfully developed and offered a variety of provincially focused programs including the BC School Fruit & Vegetable Nutritional Program + Milk, Fresh to You, Take a Bite of BC, Spuds in Tubs and other innovative, award winning programs. Refer to [www.bcaitc](http://www.bcaitc) for more information.

### **Position Overview**

We are recruiting for a part-time Garden Programs Assistant to offer these important services and resources in our community through school educational programs. Gardening is a great outdoor activity and skill to learn providing recreational activity for all ages as well as skills to last a lifetime in understanding food safety and providing food security for families. When required, the employee would also assist in the organizing of other programs and maintaining an accurate database.

### **Key Responsibility Areas**

- Coordinates all activities related to the effective and efficient implementation and delivery of BCAITC garden programs
- Provides logistical and communications support to all schools for all BCAITC programs as directed by the Program Coordinators. Ensures that all school requests / inquiries are addressed.
- Identifies methods of enhancing the effectiveness and efficiency of coordinating BCAITC programs and learning resources.
- Contributes to a positive work environment and delivery of all BCAITC programs and resources by supporting the work of the Programs team.

### **Candidate Description**

Your background and experience should demonstrate a commitment and ability to make a contribution to the BCAITC mission, "*Working to bring BC's agriculture to our students*". A good working knowledge of horticulture and vegetable gardens is important for the success of this program. Timelines are key, so time management and organizational skills are essential to ensure multiple programs meet defined deadlines. As this role is the liaison between BCAITC and educational institutes/teachers, strong interpersonal, relationship building and communications skills, including excellent written and verbal English language skills, are essential. Highly proficient use of Microsoft Office suite, database, and spreadsheet skills are a necessity. Experience in delivering programs to youth is an asset.

### **How to Apply**

Submit your cover letter, resume, by email **as soon as possible** to:

BC Agriculture in the Classroom Foundation, Pat Tonn, Executive Director

[Pat.Tonn@gov.bc.ca](mailto:Pat.Tonn@gov.bc.ca) OR 1767 Angus Campbell Road, Abbotsford, BC V3G 2M3