

JOB POSTING

Position: Good Food Hub Coordinator

Contract: Full-time (hours may be negotiable) for 7 weeks

Term: July 10, 2017 to August 26, 2017 (may be negotiable)

Wage: approximately \$2500 for length of contract

Application Deadline: Friday, June 23, 2017 by 11:59 pm

What is OPIRG?

The Ontario Public Interest Research Group (OPIRG) - Windsor is a student funded, non-profit corporation at the University of Windsor. Our mandate is to promote education, research, and action on environmental and social justice issues as directed by our volunteers. OPIRG-Windsor reaches these goals through conducting public interest research, educating and raising awareness, and taking action by developing and implementing strategies.

Employment Equity Statement:

OPIRG welcomes the contributions that individuals from marginalized communities bring to our organization and invites aboriginal people, people of colour, women, gays, lesbians, bisexuals, transgendered people, single parents, members of ethnic minorities, immigrants and people with disabilities to apply. We encourage applicants to describe the contributions and experiences they, as individuals who identify with marginalized communities, would bring to the OPIRG organization in their cover letter. All applicants are asked for a brief statement on their views of power and oppression.

The OPIRG Dillon Hall office is wheel-chair accessible.

Good Food Hub Coordinator

Generally, the Good Food Hub Coordinator will building organizational strength for the Good Food Hub. Carrying out the administrative tasks, promotional tasks, volunteer recruitment and management as well as investigating funding applications/sources. *They will also work closely with OPIRG's Alternative Welcome Week (AWW) Coordinator in order to include the Re-Opening of the Good Food Hub as a key event of AWW.*

Specifically, their responsibilities will include:

- Becoming familiar with OPIRG's mandate, structure and policies.
- Becoming familiar with information relating to OPIRG-Windsor's history as well as the Good Food Hub's
- Working with Good Food Hub Committee and AWW Coordinator to develop a detailed summer work plan.
- Organizing the recruitment of volunteers
- Orientation and training for new volunteers.
- Maintaining mailing and phone lists of volunteers, community partners and participants
- Conduct outreach with community partners to build upon organizational strength and maintain/foster existing relationships
- Advertising the program to students across all outlets/media on campus.
- Creating/maintaining a social media/web presence for the Good Food Hub (mainly through Facebook, Youtube, webpage/blog)
- Work with the AWW Coordinator to organize volunteer appreciation
- Preparing a final report on the project including qualitative research conducted from participants to be presented to the Board of Directors.
- Any other tasks deemed necessary by Board of Directors and/or Good Food Hub Committee

QUALIFICATIONS

Essential Skills

Written and oral communication, social media use, researching, job-task planning and organizing, problem solving, decision making, significant use of memory, working with others, computer efficiency, and a demonstrated interest in social justice, anti-oppression (racism, sexism, homophobia, etc.) and environmental issues

Other Important Skills

Demonstrated ability to work independently

Assets

Experience/interest in food security issues and cooking. Experience working with volunteers, promotion, and designing promotional documents using desktop publishing software

REQUIREMENTS: PLEASE READ CAREFULLY

OPIRG has received a Canada Summer Jobs grant to cover part of the costs associated with this position. As a result the government requires that we must hire someone fitting within the granting guidelines.

All applicants must:

- Be between 15 AND 30 YEARS OF AGE (INCLUSIVELY) at the time of hiring
- Have been registered as full-time students in the previous academic year, and intend to return to school on a full-time basis in the next academic year
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Be legally entitled to work in Canada according to relevant provincial legislation and regulations.

PLEASE READ CAREFULLY

*Interested applicants should email a resume and cover letter, statement on oppression and three references (with phone numbers) to OPIRG-Windsor no later than **Friday, June 23, 2017 by 11:59 pm***

Applications should be sent as **PDFs**.

No phone calls please. Only those applicants selected for an interview will be contacted.

Please email applications to the attention of: **Hiring Committee OPIRG–Windsor**
opirg@uwindsor.ca