



## Malvern Family Resource Centre

90 Littles Road, Scarborough, ON. M1B 5E2

☎(416) 284-4184 ★ Fax 416-293-1997

Website: [www.mfrc.org](http://www.mfrc.org) ★ Email: [mail@mfrc.org](mailto:mail@mfrc.org)

### Eco-Education Facilitator Job Posting

**Position:** Eco-Education Facilitator  
**Department:** Growing Together: Food Justice Initiatives

#### **Summary:**

The position will oversee the development and operations of eco-education activities for community through the agencies Growing Together department at multiple sites including Malvern Urban Farm, Neilson Park and Littles Road Community Gardens and both 90 Littles Road and 1321 Neilson Road sites. This role will also support the farmers markets and outreach activities as well as other on-farm activities including volunteering days.

#### **Project Delivery:**

- Work with partners, Food Justice Project Coordinator and Volunteer Coordinator to plan and deliver 6 education sessions/activities around climate action and food
- Develop presentation and take-home materials for each session
- Develops in-person, virtual and passive eco-education opportunities at the community gardens and for the pollinator garden at 90 Littles Road.

#### **Community Engagement:**

- Work with farmers and partners to develop and implement culturally relevant educational curriculum for community
- Coordinate the delivery of education programs for farmers and community members (i.e., agroecology, local food and emissions reduction, pollinators, biodiversity and building resilience, etc.)
- Connect with Farmer Advisory Council, farming experts, partners and other stakeholders to develop materials
- Conduct community consultations to integrate resident feedback
- Develop and maintain effective working relationships with partners (i.e. University of Toronto Scarborough, CEED organizations, City of Toronto divisions, etc.)

#### **Administrative Responsibilities:**

- Develop and review correspondence, forms and other documents and ensure they are stored in a secure location
- Co-ordinate schedule, space booking & permits required for programs, activities, and events
- Support incoming and outgoing communication to networks and community contacts
- Purchase and ensure required supplies are available for activities with approval from the Food Justice Project Coordinator
- Ensure all initiatives are achieving and maintaining targets as set out by funders
- Write funding and other necessary reports as required by funders
- Ensure the implementation of agency policies and procedures
- Ensure all relevant documentation/records are maintained and kept in secure location

#### **Outreach:**

- Develop an outreach plan in consultation with Food Justice Project Coordinator and Volunteer Coordinator to conduct marketing, communication and outreach activities
- Coordinate the implementation and monitoring of the outreach plan

#### **Required Skills and Qualifications**

- Combination of education and experience related to urban agriculture, environmental sustainability and climate change, community development, social enterprise or other relevant fields
- A good understanding of inner suburban food issues and familiarity with food growing practices, regulations and policies in the City of Toronto as they relate to climate change
- Strong communication, interpersonal and conflict management skills
- Demonstrated ability to work independently and as a team
- Good organizational and time management skills
- Commitment to non-discrimination practices within an anti-oppression framework



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- Knowledge of additional languages is an asset (Tamil, Urdu, Hindi, Tagalog or other highly spoken language in the community)
- Experience working with culturally diverse, intergenerational groups
- Valid Driver's License with access to a vehicle an asset
- Assists with other duties as assigned
- Provide us with a COVID-19 proof of vaccination for both doses and any other booster doses as required by government legislation.

**Hours/Contract Length:**

This is a seasonal part-time, contract position at approximately 15 hours/week from May to October 2022. This position requires a combination of office and outdoor work (at gardens and farm sites) and will require some travelling to different sites. Weekend and evening work required.

**Rate: \$20/hour**

**Accountability:**

Position will report to the Food Justice Projects Coordinator within the Community & Family Programs and Services team.

**Closing Date: Friday April 29<sup>th</sup>, 2022 at 5:00pm - Please send resume and cover letter by e-mail to [malvernurbanfarm@mfr.org](mailto:malvernurbanfarm@mfr.org) as one document with your name appearing 'First Name Last Name – Eco-Education Facilitator as the attached file name in .doc or .pdf format. No phone calls please!**

*Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at [aoda@mfr.org](mailto:aoda@mfr.org) (This address is for accommodation inquiries ONLY. Resumes sent to this address will not be considered.)*



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