



wildsight
Kimberley | Cranbrook

WE'RE HIRING: KIMBERLEY FOOD PROGRAM COORDINATOR

Are you passionate about connecting our community with locally accessible food and have experience successfully growing fruit and produce in an urban setting? We are currently seeking an outgoing and organized individual to be the driver behind our Food Sustainability work in Kimberley!

This is an annual contract for a **maximum of 650 hours**.
Applications are due by 9am on March 27, 2025.

RESPONSIBILITIES:

The *Kimberley Food Program Coordinator* will become part of the Wildsight Kimberley Cranbrook team as a contractor, under the direction of the Branch Manager. They will be responsible for the successful operation of the Apple Capture Program, Backyard Farmers Program, and Kimberley Community Garden, while encouraging creativity in identifying and building new opportunities within the food sustainability community.

1. *Program Management* – Coordinates and oversees program activities
 - Ensure all safety measures are in place and are being followed.
 - Create and deliver metrics, reports, photos and/or videos related to activities.
 - Work with the Branch Manager to create an annual budget.
 - Write grants and ensure grant deliverables are understood and met in a timely manner.
 - Work independently and manage a team of staff and volunteers.
 - Model collaborative and respectful communications and relationships.
 - Assist the Communications & Fundraising Coordinator with content for social media, website, and promotional content, including taking photographs/videos at activities.
 - Engage in related meetings and social events.

2. *Apple Capture Specific ~230 hrs annually, mostly between August - October*
 - Facilitate public and private events (such as apple picking & pressing) that mirror fruit ripening dates, while building on business/non-profit team-building collaborations.
 - Ensure that all apple mash from apple pressing is properly stored, composted,

- and/or delivered to farmers as feed for their livestock, etc.
 - Continue communication with the Kimberley Food Recovery Depot to ensure there is limited waste, and utilize their space for storage of apples.
 - Planning/organizing one annual pruning workshop in both Kimberley and Cranbrook along with help from the Cranbrook Program Coordinator.
 - Maintain online platforms including the Tree Share Map and Tool Share Booking calendar, and ensure physical program equipment is in good working order and secure.
 - Communicate with tool share users regarding queries while relaying pertinent information to the Cranbrook Program Coordinator.
 - Work on building/expanding the Tool Share program.
3. *Backyard Farmers & Kimberley Community Garden Specific ~370 hrs annually, mostly between April - October*
- Conduct, with the help of student assistant(s) and volunteers, the planting, maintenance and harvest of vegetable produce.
 - Oversee development and planned improvements of the gardens.
 - Coordinate the delivery of excess produce to the Kimberley Food Recovery Depot and coordinate planting with their needs in mind.
 - Design, plan, and deliver educational, hands-on garden activities that enhance the understanding of food production, preservation/harvesting techniques, and seed saving, including hosting Seedy Sunday in late February to early March.
4. *Community Engagement ~50 hrs annually, distributed throughout the year*
- Engage and liaise with related partners and organizations to contribute towards local food security in the communities of Kimberley and Cranbrook.
 - Examples include the Columbia Basin Alliance for Literacy, East Kootenay Invasive Species Council, Kimberley Edible Gardens & Greenhouse, Kimberley Food Recovery Depot, Kimberley Helping Hands Food Bank, Kimberley Public Library, and Wildsafe BC.
 - Active participation in the Kimberley Cranbrook Food Hub as the Wildsight Kimberley Cranbrook representative.

DESIRED SKILLS & QUALIFICATIONS

The ideal candidate will possess:

- Understanding of and alignment with Wildsight organization mission and mandate.
- Passion for local food/community sustainability and a strong community connection.
- Incredible self-motivation, organization, and problem-solving skills.
- Excellent interpersonal and communications skills.
- A strong ability to develop team relationships with staff, contractors and volunteers.
- Proficient computer skills.
- Post-Secondary education and/or relevant experience in a related field such as Sustainable Food Systems, Agriculture/Horticulture, and Management.

- Experience in personnel management, budgeting, grant writing, operations management, and working with multiple stakeholder groups.

REQUIREMENTS

- First Aid/CPR certification or commitment to certify.
- Access to a computer and internet.
- Valid driver's license and access to a vehicle capable of transporting equipment.
- Availability to work evenings and weekends as necessary.

This is an annual contract position for a **total of 650 hours** averaging 9-30 hrs per week between June - November, and 0-7 hrs per week between December - May. The contract rate starts at \$26 per hour. Anticipated start date is April 23, 2025. Applications – including a cover letter and resume – are to be sent via email to kimcran@wildsight.ca **by 9am on March 27, 2025 to be considered.**

About [Wildsight Kimberley Cranbrook](#):

[Wildsight Kimberley/Cranbrook](#) empowers environmentally responsible citizenry and strives to support a conscious local economy. We aim to provide consistent and ongoing leadership by engaging and listening to the concerns of the community, then responding with care, insight and innovation.

Check out the Apple Capture, Backyard Farmers, and Kimberley Community Garden programs [here!](#)