

## Project Coordination Assistant

**Job Title:** Project Coordination Assistant  
**Duration:** May – October 2023  
**Job Location:** City of Toronto  
**Hours Per Week:** 35 hours per week  
**Rate of Pay:** \$21.00 per hour  
**Apply by:** 11 April, 2023 11:59PM

- *Are you looking for meaningful work that brings you closer to nature within the city?*
- *Would you like to work with like-minded individuals?*
- *If your answer is YES, then we want to hear from you!*

RAINscapeTO is an eco-landscaping social enterprise that designs, installs and maintains beautiful and sustainable gardens such as pollinator and edible gardens, rain gardens and bioswales. We also provide services to support local food production and the use of native plants as vital additions to a sustainable and healthy urban landscape.

We value and respect the intrinsic connection of Indigenous peoples to their land as well as their rich ecological knowledge base. We aim to establish an Indigenous-led social enterprise that provides meaningful, and culturally sensitive employment and training for emerging urban placed Indigenous peoples.

For more information visit: [rainscapeto.ca](http://rainscapeto.ca)

### ABOUT THE POSITION

As the Project Coordination Assistant, you will gain experience in areas including operations and administration, customer service community outreach and event coordination. While supporting the inner workings of a social enterprise, you will gain transferable employment skills and learn about ecological gardening and green infrastructure in Toronto.

This is a unique opportunity in a new and expanding niche of the landscape industry. You will receive online and practical hands-on training on the basics of eco-friendly landscaping, health and safety including First Aid/CPR, pollinator stewardship, and plant identification. You will have opportunities to attend community events, and the RAIN Garden Master Class training to earn a certification in the installation of rain gardens. And we'll support you in identifying your own personal goals through the creation of a professional development plan and meeting regularly with your manager.

The Project Coordination Assistant will be part of the *CreateAction* program and will join a national network of youth through peer learning and evaluation activities delivered by the program partners: the [Canadian Community Economic Development Network](#), the [National Association of Friendship Centres](#), and [Social Research and Demonstration Corporation](#).

The tasks of this role will focus on supporting the overall organizational operations and assisting with:

- maintaining communications with the public through newsletters, social media, website updates, and events
- scheduling staff training (field trips, webinars, guest speakers)
- ordering supplies, tracking inventory, invoices, receipts, etc.
- implementing our community garden activities
- supporting on-site gardening work as needed (approximately one day per week)
- liaising with community groups, neighbourhood, industry and business associations
- coordinating and delivering workshops/webinars, community forums, events and presentations
- gathering data to assess program successes and barriers
- completing and collecting staff reports and client feedback
- attending weekly meetings and staff training with team members and management

**Desired Qualifications:**

- Excellent interpersonal skills and the ability to work well independently and with others
- Working knowledge of Google Workspace, Microsoft Office Suite, Zoom, Eventbrite, Canva
- Strong written and verbal communication skills
- Familiarity with business social media and email best practices and platforms (Facebook, Instagram)
- Some experience in community outreach and research skills to help expand networks
- Ability to manage a project and multi-task
- Strong work ethic demonstrating initiative
- Responsible, punctual, detail-oriented, organised, reliable and flexible
- Adaptable to varying tasks, conditions and locations (also outdoors)
- Some experience or Interest in landscaping and ecological gardening

We welcome applicants from a diverse range of candidates experiencing barriers to employment who are:

- Legally able to work in Canada (a Canadian citizen, permanent resident or a protected person as defined by the Immigration and Refugee Protection Act)
- Between the ages of 15 and 30 (inclusive) at the time of recruitment
- **Involuntarily not in education, employment, or training and/or underemployed**

**To Apply**

Email your cover letter and resume to

Jose Torcal: [jose@torontogreen.ca](mailto:jose@torontogreen.ca) and Paula Messina: [jobs@torontogreen.ca](mailto:jobs@torontogreen.ca)  
with "Project Coordination Assistant" in your email's subject line.

Please notify us in advance if you require any accommodations.

**Deadline for submissions: 11 April 2023 by 11:59pm**

*RAINScapeTO is a social enterprise created by the Toronto Green Community.*

*Toronto Green Community is a charitable organization committed to providing a workplace that supports equity, diversity and inclusivity. We proactively strive to eliminate any form of harassment and discrimination and be equitable by building these objectives and practices into our teams, programs and services.*

Funded by the Government of  
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Employment and Skills Strategy

**Canada** 