



Four Seasons Growing Coordinator

Hours: 30-35 hours/week

Start date: June 8, 2015 (1 year contract, with possibility to renew)

Pay rate: \$15/hour

About the Concordia Greenhouse

The Concordia Greenhouse is a collectively run, consensus-based, non-profit organization. It uses the Henry H. Hall Building rooftop greenhouse as an all-organic space geared towards community, education and sustainable horticulture. The Greenhouse is a year-round green space that hosts workshops, projects and events raising awareness around food issues and alternatives to mainstream consumerism.

We aspire to strengthen the urban agriculture movement at Concordia University and in Montreal by growing local produce using ecological practices, providing experiential learning opportunities through volunteering, internships and jobs, and networking with other like-minded individuals and organizations. The Concordia Greenhouse seeks to be a place of employment for highly self-motivated individuals passionate about urban agriculture and food security.

RESPONSIBILITIES AND TASKS

Greenhouse Food Production

- Crop planning, planting and harvest
- Maintain health of crops:
 - Watering
 - Fertilizing
 - Pest/disease control
- Growing equipment and materials: Ordering and acquisition
- Customer relations: Communications, billing, distribution
- Manage project budget and reach target revenues
- Manage inventories and logs
- Participate in Vert-ta-Ville project during growing season

Educational and Experiential Learning Opportunities

- Host a minimum of one volunteer session per week during the school semesters
- Facilitate a minimum of one (1) workshop per semester on urban agriculture and/or food-related issues
- Supervise, train and support Concordia student internships (2-3 per semester)
- Collaborate on the planning of an educational curriculum mandate in the Greenhouse

Management of the Production Space

- Facilitate long-term strategic planning of the space use with the Collective and Board of Directors (BOD)
- Research, plan, implement, maintain, and monitor improvements to the Greenhouse infrastructure

and environmental controls

- Work with Concordia Facilities Management for long-term repairs and cost-sharing
- Place and track work orders
- Manage the budget
- Rectify repair and maintenance issues for rented compartments
- Provide training on hygiene, pest control and general Greenhouse regulations for all space users, including compartment rentals
- Manage compost
- Ensure production space is clean, organized and stocked
- Manage compartment occupancy schedule

Collective Member Duties

- Attend and participate in Collective meetings
- Provide regular updates to Collective and staff
- Supervise Greenhouse space during opening hours (at least 1 shift/week)
- Support other growing staff in the Greenhouse, as needed
- Maintaining a clean and safe environment
- Contribute to institutional memory and training guidebook by maintaining clear documentation of the position

Miscellaneous

- Participate in gardening project consultations, as needed
- Manage and maintain order in collective storage spaces

QUALIFICATIONS

- Minimum two (2) years experience growing vegetables using organic practices
- Experience growing in a greenhouse
- Proficient with teaching, community engagement and facilitation
- Experience supervising volunteers
- Experience with general maintenance and handiwork
- Knowledge of urban agriculture, food politics, the sustainable food movement and issues related to food security
- Ability to work within a non-hierarchical group that practices consensus based decision-making
- Familiarity with the Concordia Greenhouse's vision, mission and goals an asset

ATTRIBUTES

- Exceptional problem solving skills
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Ability to work efficiently in a self-directed, changing and dynamic work environment
- Punctual, professional and detail-oriented
- Bilingualism (French, English), an asset

To apply, please submit your CV and cover letter to admin@concordiagreenhouse.com no later than **Monday May 18, 2015 at 5pm**. Thank you for your interest in the Concordia Greenhouse!