

# Promotions and Networking Assistant, Loving Spoonful

## PROJECT BACKGROUND

Loving Spoonful is a collaborative initiative of Ontario Public Interest Research Group Kingston, The Partners in Mission Foodbank, the Justice and Peace Office of The Sisters of Providence of St. Vincent de Paul and the National Farmer's Union Local 316. We will be recovering surplus perishable food from grocers, restaurants and farmers to be used in meal programs and other community agencies. The project will combine food reclamation with support for local, sustainably produced food in Kingston.

This position is hosted by OPIRG Kingston, which is a non-profit organization largely student directed and student funded. Our mission is to provide a framework and support for concerned citizens to conduct research, education and action on social and environmental issues, as they define them. OPIRG-Kingston endeavours to foster a non-hierarchical working environment by following consensus decision-making processes and strives to be an anti-oppressive space.

## JOB DESCRIPTION

This position will involve though not be limited to the following tasks and projects:

### Promotions

- Design and maintain a simple online presence
- Update content of website in conjunction with Project Coordinator
- Produce marketing materials for project
- Identify and execute opportunities to promote project in local media
- Be a positive face for the project

### Community networking

- Recruit volunteers and raise awareness about project within the community
- Advertise and host public meetings for potential volunteers
- Be responsible for working with other groups involved in project
- Liaise or participate in the community garden network

### Pilot Project

- Participate in logistical planning of pilot
- Train volunteers
- Must be willing to work some weekends

## QUALIFICATIONS

### Essential Skills and Experience:

Strong computer literacy skills and willingness to learn  
Strong written, verbal and interpersonal communication skills  
Project planning and management  
Time management skills and organizational skills  
Ability to work co-operatively with co-workers and volunteers  
Experience designing promotional materials  
Demonstrated ability to work with little supervision  
Demonstrated interest in social justice issues  
Sensitivity towards oppression issues

### Other Assets:

Driver's license and access to vehicle  
Experience working with community-minded and volunteer run projects  
Experience working with organizations that are dedicated to anti-oppression work

## **ELIGIBILITY & EMPLOYMENT TERMS**

Contract runs 12 weeks, tentatively from Monday May 26<sup>th</sup> until Friday August 15<sup>th</sup>, 2008. \$306.25 per week. Start date may be flexible.

Applicants must:

- be between 15 AND 30 YEARS OF AGE (INCLUSIVELY) at the time of selection;
- 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 Canadian citizens, permanent residents or persons on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- be legally entitled to work according to relevant provincial legislation and regulations;

The OPIRG-Kingston office is wheelchair accessible.

*OPIRG welcomes the contributions that individuals from marginalized communities bring to our organization, and invites individuals from the following groups though not limited to: Aboriginal people, people of colour, women, gays, lesbians, bisexuals, transgendered people, queer-oriented 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.*

## **HOW TO APPLY**

Applicants must provide a cover letter and resume with references. Please deliver to the Hiring Committee, OPIRG Kingston, 51 Bader Lane, Queen's University, Kingston ON, K7L 3N6 or email [info@opirgkingston.org](mailto:info@opirgkingston.org)

Submission Deadline: **Wednesday May 21<sup>st</sup>, 4:00 p.m.** Interviews will take place on Friday May 23<sup>rd</sup> and/or Saturday May 24<sup>th</sup>.

We encourage you to contact Susan Belyea at [lovingspoonful@opirgkingston.org](mailto:lovingspoonful@opirgkingston.org) or at (613) 583-2055 for more information about this position and this project.

Only those applicants selected for an interview will be notified.