

cultiver  
cuisiner  
partager



food  
people  
community

Santropol Roulant is hiring!

# Farm Administrative Coordinator

## About Santropol Roulant

Santropol Roulant uses food as a vehicle to break social and economic isolation between generations. Creatively and collaboratively, we strengthen and nourish our local community with our novel approaches to active community engagement, youth leadership, food security and social inclusion.

Opportunities to learn and grow are key benefits of working at Santropol Roulant. Our working culture supports staff members in developing the skills required to ensure that our collective impact matches organizational and personal aspirations. It is therefore not required to have a background in volunteer coordination to apply.

## About the Position

We're looking for temporary full-time help between our farm in Senneville and our downtown office. Do you have an interest in farming? Do you like working outdoors? Do you live in the West Island, or perhaps you're looking for short-term summer work? If you answered yes to even some of these questions, we've got an exciting short-term opportunity for you!

## Key Responsibilities

- Liaising between the administration and farm teams to plan and organize farm operations.
- Welcoming and orienting farm volunteers, collaborating with our volunteer program in this regard.
- Engaging our community regarding our farming activities, offerings and events.
- Playing a key role in organizing annual agricultural events between the farm and downtown.
- Bookkeeping and tracking costs, deliveries, scheduling and other administrative duties.
- Playing a supportive role, assisting in farm production, including planting, weeding, and harvesting.

## Requirements

- An enthusiasm for sustainable agriculture and community engagement
- Some experience in administration, management and communications
- Strong experience in farming, farmer's markets or other agricultural activities
- Comfort with managing social media platforms and techniques
- A strategic and operations mindset, and the ability to synthesize information
- Excellent written French skills

## Contract Details:

**This is a full-time 6-month position starting starting as soon as possible, with a weekly schedule running from Monday to Friday and an hourly wage of \$16.14 for 40 hours/week.**

*As an organization that works to break social and economic isolation and bring people together across social barriers, Santropol Roulant recognizes that people who experience structural oppression and marginalization have a lot to offer our community, and are therefore strongly encouraged to apply. Our primary office space is step-free and has an accessible washroom, but our second floor and basement are not wheelchair accessible.*

**To apply**, please submit your application **by Sunday, April 21st, 2019 at 9 am directly on our open application's page: <http://ow.ly/II2y30nUKXD>**. Due to the large volume of applications anticipated, we will unfortunately only be contacting candidates who are chosen for an interview. Incomplete applications will not be considered. Candidates will be contacted only if they are chosen for an interview. For more information, contact Jamiey at 514-284-9335, write to [rh@santropolroulant.org](mailto:rh@santropolroulant.org), or visit [www.santropolroulant.org](http://www.santropolroulant.org).