



**Centre de ressources communautaires
RIDEAU-ROCKCLIFFE
Community Resource Centre**
Overbrook • Forbes • Carson Grove • Manor Park
Lindenlea • Rockcliffe • New Edinburgh

I. JOB INFORMATION

Position Title:	Ottawa Good Food Collective Communications and Administration Intern
Reports to:	Ottawa Good Food Box & Social Harvest Project Officers
Job Type:	12 weeks- short term contract, part-time (25 hours/week)
Training period:	May 25 st to June 11 th
Start date:	June 14 th , 2021
End date:	Sept 3 rd , 2021
Wage:	\$18/hour
Number of positions:	2
Reference #:	2021-GBF-01

II. PROGRAM SUMMARY:

Description of the RRCRC Social enterprise internship

As a participant of the Rideau Rockcliffe Community Resource Center Social enterprise internship, you will gain an enriching experience with one of our five social enterprises (Social Harvest, MarketMobile, Ottawa Good Food Box, Gifts-In-Kind and incubator13). You will be part of a cohort of youth aged between 18 and 29 years old that will work at the RRCRC. During the placement, you will receive pre-employment and professional online training and individual job search support via incubator13.

Description of the Ottawa Good Food Collective

The Ottawa Food Collective is a collaboration of the Ottawa Good Food Box, MarketMobile and Social Harvest, all of which are food security social enterprises of Rideau Rockcliffe Community Resource Centre. Collectively, we seek to make fresh food more accessible and affordable in Ottawa. Our greenhouse and community garden, Social Harvest, grows micro-greens, vegetables and leafy greens while nurturing community connectedness through food. The produce grown by Social Harvest is offered for sale by the Ottawa Good Food Box and MarketMobile at an affordable price to Ottawa community members seeking to become more food secure. The Ottawa Good Food Box offers customers a weekly selection of high-quality fresh fruits and vegetables in a pre-purchased box format. This service gives customers the option to purchase a \$20 or \$10 conventional produce box or a \$25 organic produce box. The MarketMobile offers in-person, fresh-food shopping experiences where choice, value and selection are offered in communities lacking easy access to an affordable grocery store. In response to COVID-19, the Ottawa Good Food Collective is operating an online fresh produce service called Good Food on the Move, which offers community members the option of home delivery. The Ottawa Good Food Collective believes that everyone has the right to fresh, healthy food. We strive to make this happen by finding innovative solutions to food access issues in Ottawa.

III. JOB SUMMARY

Under the Ottawa Good Food Box and Social Harvest Project Officers' supervision, the Communications and Administration Intern will work for the Ottawa Good Food Box, MarketMobile, and Social Harvest by promoting, managing, and assisting with content creation for their online and offline media channels. The intern will also be assisting with daily administrative tasks such as clerical duties and online store management.

You will receive 90 hours of paid pre-employment training and access to Incubator13's resources for continuous professional development.

This position will require the intern to be comfortable working both in-person at Rideau-Rockcliffe Community Resource Centre and remotely from home.

IV. ELIGIBILITY

You can apply if you meet the following criteria to become a participant of the Youth Job Connection – CORE program hosted by the Youth Service Bureau:

- Be between the ages of 18 and 29
- Be unemployed
- Have a SIN Number
- Be a resident of Ontario and eligible to work
- Not enrolled in full-time education or training
- Not have an active service plan with another Employment Ontario service provider
- Provide a Police Check

V. PRIMARY DUTIES & RESPONSIBILITIES

A. Social Media Communications

- Create content for various social media platforms (e.g. Instagram, Facebook, Twitter, LinkedIn) by taking pictures and designing graphics
- Monitor accounts and respond to activity from our followers
- Increase the following and engagement rate of each platform
- Track and report on platform analytics

B. Marketing & Communications

- Analyze online traffic on the website to identify marketing opportunities
- Analyze consumer trends and suggest new product or service opportunities
- Assist with content creation for website and blog

- Create marketing campaigns and newsletters for the social enterprises

C. Administration

- Assist with the daily clerical tasks in operating a social enterprise, including but not limited to data entry, customer service and logistics.
- Weekly online store management, including route planning for deliveries and order processing
- Communication with community partners

D. Other duties

- Additional tasks may be required
- Work closely with OGFB and SHO Project Officers
- Report regularly to the Ottawa Good Food Collective Staff as required

VI. JOB REQUIREMENTS

A. Knowledge:

- Post-secondary education and/or experience in communications, marketing, journalism and graphic design for social media platforms.
- Knowledge of local food systems and principles of food security
- Knowledge of issues and challenges facing low income and diverse communities
- Clear understanding of issues of poverty, diversity and marginalization

B. Competencies:

- Intermediate computer skills and experience with Microsoft Office Suite, especially Excel, Social Media, MailChimp, Hootsuite, and Canva
- Strong interest and basic experience in social media and photography
- Access to a personal computer with Microsoft Office Suite and reliable internet
- Access to a personal cell phone
- Ability to work flexible hours
- Ability to work remotely (access to internet and personal computer) with the possibility of working from RRCRC's location at 815 Laurent Blvd. occasionally
- Fluency in English is a requirement
- Fluency in French is an asset
- Ability and willingness to:
 - Be helpful, respectful, approachable and team-oriented (Collegiality)
 - Take ownership of work, do what is needed, follow-through (Initiative)
 - Plan ahead, manage time well, be on time, be cost-conscious, think of better ways to do things (Efficiency)
 - Be receptive to feedback, be willing to learn, embrace continuous improvement (Coaching ability)

VII. Apply

Please send your **resume, cover letter, mentioning the position title** by May 9th, 2021 at <https://form.jotform.com/203225270902243>. For any additional information, please send us an email to the attention of Camila Pastran (camila.pastran@ccrr.org). We thank all the candidates for their interest; however, only selected candidates for an interview will be contacted.