



Seasoned Spoon Café

1600 West Bank Drive
Champlain College, Trent University
Peterborough, ON
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seasonedspoon.ca
705-748-1011 x6086

The Seasoned Spoon is Hiring!

The Seasoned Spoon is a non-profit, vegetarian, cooperative café located in Trent University. As well as serving delicious, affordable, local, and organic food, we also provide a number of educational initiatives through volunteer opportunities, workshops, community meals and special events. We offer employment opportunities to students and are proud of our strong community linkages with local producers, businesses and community organizations. We seek to provide a collegial space where we build community through food.

The Seasoned Spoon Café is looking to hire an Education and Outreach Coordinator for an 8-month contract position (20 hours/week, over 30 weeks, starting from Sept. 7th, 2021 until mid-April, 2022). This position is covering a leave. We are seeking a self-directed individual to work in a leadership role in the cafe and help coordinate educational opportunities and events. The café is closed during exam periods and school holidays including reading weeks and winter break--there may or may not be work during these times.

Compensation: \$17.50/hour

Job Description

The Education/Outreach & Volunteer Coordinator is responsible for organizing and running workshops and events at the café, outreach initiatives and other managerial tasks as required. Some hours may be spent supporting cafe operations, as needed, including the occasional Saturday shift. The Education and Outreach Coordinator role involves social media management, public speaking, coordinating and attending outreach events, and assisting with publications such as written materials and posters. This position welcomes creativity.

The Education/Outreach & Volunteer Coordinator is responsible for:

- Overseeing all education and outreach work, including coordinating workshops, community feasts/meals, and special events
- Coordinating social media strategies & website updates
- Overseeing and contributing to café advertizing and membership outreach, including membership emails, managing the membership database and website maintenance
- Supporting student-based research projects
- Supporting the work of the publications coordinator

- Supervising, training, and directing volunteers (when this program is reintroduced)
- Maintaining regular communication with the Executive Director, Head Cook and Board of Directors
- Other education and outreach tasks based on the Spoon's needs and the Volunteer Coordinator's interests

Required Skills and Qualifications:

- Knowledge and interest in the politics of food and agriculture
- Experience with volunteer coordination and event planning
- Strong communication and interpersonal skills
- Experience with social media communication strategies
- Good organizational skills, punctuality, and attention to detail
- Ability to manage multiple projects in a hectic environment
- Food Handlers Certificate

Assets:

- Experience and knowledge of café/restaurant operations
- Knowledge of cooperative structures
- Access to a vehicle

For more information, or to submit your Resume and Cover Letter, write to spoonoutreachjobs@gmail.com.

*While we appreciate your interest in the position, only applicants selected for an interview will be contacted directly.

Application Deadline: Monday, August 23rd 12pm.

Start Date: Tuesday, September 7th, 2021

The Seasoned Spoon is located in Nogojiwanong (Peterborough ON). We recognize that this is the traditional territory and ongoing treaty lands of the Michi Saagiig Nishnaabeg including the First Nations of Alderville, Hiawatha, Scugog Island, and Curve Lake. In keeping with the Inclusivity Statement included in our ByLaws (1.3) we welcome the contributions that individuals from various communities bring to our organization, and invites First Nations, Inuit and Metis people, people of colour, women, gays, lesbians, bisexuals, queer-oriented people, transgendered people, transsexual people, intersexed people, working-class people, single parents, members of ethnic minorities, immigrants and people with disabilities to become involved with the organization.