



## Seasoned Spoon Café

1600 West Bank Drive  
Champlain College, Trent University  
Peterborough, ON  
K9L 0G2  
seasonedspoon.ca  
705-748-1011 x6086

### The Seasoned Spoon is Hiring!

The Seasoned Spoon is a non-profit, vegetarian, cooperative café located at 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 recurring contract position (24 hours/week, over 30 weeks, starting from Sept. 6<sup>th</sup>, 2022 until mid-April, 2023 - this includes a 3 week unpaid break from December 19<sup>th</sup> - January 6<sup>th</sup>). We are seeking a self-directed individual to work in a leadership role in the cafe and help coordinate educational opportunities and events.

**Compensation:** \$20.00/hour, including Extended Health and Dental Benefits

#### Job Description

The Education & Outreach 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. 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
- Maintain communication and a working relationship with community programming partners and foster new relationships
- Create a programming plan each term that is in line with our organizational values, as outlined by our mandate, land acknowledgement and inclusivity statement
- Overseeing and contributing to café advertizing and membership outreach, including membership emails, managing the membership database and website maintenance

- Supporting student-based research projects
- Overseeing the work of the publications coordinator
- Supervising, training, and directing volunteers
- 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 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](mailto:spoonoutreachjobs@gmail.com).**

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

**Application Deadline: Sunday, August 28<sup>th</sup> 5pm.**

**Start Date: Tuesday, September 6<sup>th</sup>, 2022**

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, the metis of Burleigh Falls, as well as the Chippewas of Beausoleil, Georgina Island, and Rama, all of whom are collectively known as the Williams Treaties First Nations. In keeping with the Inclusivity Statement included in our ByLaws (I.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.