Kahnawake Summer Student Employment Program (KSSEP)

Position: Project Assistant - Food Security Project (KSDPP)

Requirements

You must meet the eligibility criteria for the Kahnawake Summer Student Employment Program (KSSEP).

We are looking for an energetic person who enjoys gardening, working outdoors and assisting families with young children. You are expected to have some basic administrative, public speaking and gardening skills; you must be comfortable working outside; you will be acquiring new skills through your involvement with a variety of activities around gardening and the Food Security Project.

The tasks and responsibilities of the position

You will assist the Food Security Project Coordinator to meet the project’s objectives.

Your tasks will include assisting with the evaluation of the 2013 Family Garden Project, registering new participants for the 2014 Family Garden Project, visiting participants’ gardens and assisting with preparation, research, guidance and general help with the gardens. Part of the position will include raising awareness in the community about the project, Farmers Markets and various workshops.

You will be responsible for assisting with collaborations between KSDPP and other potential partners to increase food security in Kahnawà:ke, which will include scheduling meetings, reserving venues, taking and distributing minutes, as well as attending other meetings as may be relevant to the project.

You will assist with the planning and implementation of a School Garden Project and the 2014 Farmers Markets.

You will schedule, promote and assist with workshops (approximately 4) related to gardening, food and food preparation and preservation. You will also assist with creating a calendar of food-centered activities, workshops and classes. You will be involved with the planning of a gardening/food security workshop, and possibly facilitate a workshop session. You will learn about project management, and basic accounting.

You will work with, and be guided and supported by the KSDPP Intervention Staff and the Food Security Project Coordinator. You will also participate in KSDPP Community Advisory Board (CAB) Meetings, KSDPP
Research Team meetings and Ieínthos Akotíóhkwa meetings, a group that promotes gardening in Kahnawà:ke, to offer your insight and to share and learn with others.

**Wage Rate:** $13/hr (University 2 student)

**Work Schedule:** 25hr/week; Monday to Friday, occasional Saturdays (Farmers Markets)

**Work Conditions:** Must have a valid driver’s license and have access to a car.

**The duration of the employment:** 10 weeks June 16 – August 22

**Deadline to apply:** May 23, 2014 at 4pm

Please send your application to the attention of:

Judi Jacobs, Office Manager, KSDPP, P.O. Box 989, Kahnawake Mohawk Territory, J0L 1B0

Or drop it off at our office located on the 2nd floor of K103 Radio Station building, River Road.

Or by e-mail at judi@ksdpp.org
Week 1-2
Orientation to KSDPP, and the Family Garden Project as part of a larger Food Security Program within KSDPP. Organize work schedule for the upcoming weeks which needs to coordinate with the initial families involved with the 2014 Family Gardening Project and to promote to community for additional interested families. To prepare for the seed & planting period including preliminary workshop planning activities.

Week 3-7
Coordinate with the families who will be starting to plan their gardens to identify their needs and plan workshops. These workshops will focus on starting seeds indoors i.e. containers, growing mediums, germination, lighting and fertilizers, and information on planting trees. Contact nurseries and farms for seedlings, prepare and distribute information to the FGP families on organic seeds, natural soil amendment/fertilization, natural pest control.

Week 8-10
Assist the families as well as the community at large by providing information for any questions they may have on gardening/homesteading. Besides the activities revolving around the preparing for Summer, assist with registering participants for the Farmers Market, and advertise the events through various means. As part of follow-up you will document the lessons learned and benefits of gardening as part of an evaluation.

Each week: the student will have opportunities to help in supporting ways with KSDPP’s other projects and events. The objective is to introduce the student to the various activities, research, health promotion, training, education, community participation and volunteering that KSDPP does. The principles of Project Management will be discussed and the student will have an opportunity to learn about managing a program budget. This will offer the student the chance to work with various health professionals, community members, researchers and graduate students and learn what is involved with these roles in a community university partnership for health.