



Community Programs Coordinator

1 Year Contract - With Opportunity To Extend

Maternity Leave Coverage

Reports to: Executive Director

Location: This position is based out of the Urban Bounty office in Paulik Park in Richmond, BC. Travelling around Richmond, Burnaby, and other municipalities across Metro Vancouver is required for this role.

Requirement: *Access to a reliable vehicle is required.* Travel will include site visits, meetings, program delivery, supplies pick-up, and events. Virtual work from home is possible on an Urban Bounty laptop with advance notice and as agreed upon by the Executive Director.

Schedule: 37.5 hrs/week (5 days)

Ability to work flexible hours, including evenings and weekends as required for events.

About Urban Bounty

Urban Bounty (UB) is a registered charity with a mission to cultivate a resilient local food system through education, advocacy, and community-building initiatives. We connect people with where their food comes from, support local food systems, and promote environmental stewardship through hands-on programs, workshops, and events.

We are a small, passionate team of staff supported by volunteers, who share a commitment to organic growing, food security, and land stewardship. Guided by the Richmond Food Charter, we courageously engage our community to address systemic challenges, while building connection, joy, and long-term impact.

Position Overview

Urban Bounty is looking for a **Community Programs Coordinator** to help our programs grow, with a special focus on our seed security and wellness in the gardens programs. You'll run our Seed Library and yearly Seedy Saturday event, help deliver therapeutic gardening workshops, and support our community garden, urban food forestry, and living soil land stewardship programs alongside our other coordinators.

It's a great fit for someone who loves being outside working with the community and also enjoys the behind-the-scenes work: scheduling, volunteer support, tracking our impact, and sharing our stories through newsletters and social media.



We're looking for a **Community Programs Coordinator** to help bring Urban Bounty's programs to life. This is a hands-on, people-focused role for someone who's as happy in the garden as they are in the office keeping the details organized: scheduling workdays, welcoming volunteers, leading workshops, and making sure our sites and events run smoothly.

Reporting to the Executive Director, you'll work alongside our small, passionate team to deliver our community gardens, wellness, food forestry, soil, and seed programs. You'll also help keep our records, reports, and communications up to date, so we can share our impact with the community and our funders.

Qualifications & Requirements

- **Experience:** 5-7 years of experience coordinating programs, events, and/or volunteers, preferably in a nonprofit or community-based setting. Experience working with and coordinating a variety of different groups of people is a strong asset.
- **Education:** Post-secondary education or equivalent experience preferred in a relevant field, such as Land and Food Systems, Sustainable Agriculture, Social Justice, Environmental Science, Horticulture, or Arboriculture. Volunteer Management certification is a strong asset. Experience or interest in Horticultural Therapy is also valuable in this role.
- **Gardening Knowledge:** 3-5 years minimum, demonstrated hands-on experience with organic gardening practices, plant identification, and small-scale farming or urban food forestry. Construction skills and/or experience with farmers' markets are definite assets.
- **Event and Project Management:** 3-5 years of experience planning, organizing, and delivering community events and managing ongoing projects related to community gardens, urban agriculture, food security, and/or neighbourhood development. Demonstrated ability to manage event logistics, timelines, budgets, and supplies; recruit, train, and coordinate volunteers; and work with community partners, local government, and diverse participants. Experience tracking project outcomes and preparing reports for funders or stakeholders is an asset.
- **Group Facilitation:** Proven ability to design and facilitate workshops for diverse groups of participants and volunteers, on the principles of organic gardening, food security, urban agriculture, and sustainability, with a focus on safety, skill development, and active participation.
- **Technical Skills:** Proficient in Google Suite, Microsoft Office, social media platforms, spreadsheets/databases, and CRM systems. Experience with Neon One, Rise Payroll, Plooto, Figma and Framer (or equivalent systems) is valuable.
- **Car and Mileage:** Class 5 driver abstract without recorded driving infractions, roadside sanctions, or penalty points. Access to a reliable vehicle is required for program delivery, garden visits, and meetings. Mileage is reimbursed at the CRA suggested rate (2026 = \$0.73/km).

- **Physical Requirements:** Ability to work full days outdoors in varying weather conditions; lift up to 50 lbs, dig, climb ladders, and safely navigate uneven terrain.
- **Certifications** (Must have or obtain within 90 days of hire):
 - Criminal Record Check with Vulnerable Sector Search
 - Food Safe Level One certification
 - Emergency First Aid & CPR

Key Applicant Attributes

- Exercises mature judgment, compassion, and professionalism in all interactions.
- Exceptionally organized with strong project management, interpersonal and communication skills.
- Supportive, innovative, and able to communicate clearly and empathetically.
- Proven ability to develop and deliver clear, consistent, and engaging communication campaigns to reach all stakeholder groups; public, funders, members, volunteers, partners, etc.
- Comfortable leading groups of all ages, abilities, and backgrounds.
- Adaptable facilitator who recognizes different learning styles and adjusts facilitation methods accordingly.
- Deep interest in and knowledge of urban food production, environmental sustainability, honourable land stewardship, organic gardening practices and plant identification.
- Experience or an interest in assisting with grant writing, donor relations, and fundraising.

Responsibilities

Program Delivery & Coordination (60%)

- Coordinate the day-to-day delivery of Urban Bounty programs, in alignment with the organization's mission and evolving community needs, working with the Executive Director, staff, and volunteers.
- Work with the Executive Director and staff to develop and implement assessment tools (e.g., surveys, direct feedback, attendance tracking, impact measurement) to evaluate program delivery and outcomes. Use data to provide recommendations to the ED that will guide program adjustments and ensure both impact and compliance with funder requirements.
- Work with ED and staff to coordinate volunteer work events, shared garden tasks, seed sorting/packaging, seasonal fruit picks, and special event support across multiple sites.
- Support and guide staff, interns, and volunteers so events run safely and smoothly, and to ensure high standards of program delivery and community engagement.
- Help match volunteers with opportunities based on skills, interests, availability, and safety considerations, coordinating with all UB staff to identify and fulfill program needs.

- Maintain the master schedule for programs, events and workshops, and coordinate their execution / assist other staff to do so.
- Help gather participant feedback (surveys, attendance, direct conversations) and share what you learn with the team and board of directors.
- Record program KPIs accurately at the end of each month.
- Develop and maintain active communication with gardeners, volunteers, participants and the community through all communication channels such as newsletters, social media, posters etc.
- Ensure all SOP documents are kept up to date and make suggestions for their improvement.

1. Community Gardens (10%)

- Support the Land Stewardship Coordinator in maintaining all 18 garden sites as needed including plot assignments, waitlist management, and upkeep of shared spaces.
- Help uphold garden standards for accessibility, safety, and inclusivity, and flag issues like concerns or complaints to the team.
- Support the Land Stewardship Coordinator with tending our Urban Bounty Program/Demonstration Plots as needed including planting, watering, weeding and creating content about what we are growing in these spaces and why.
- Support with and attend garden work parties and workshops as needed.
- Assist the Land Stewardship Coordinator in developing ongoing partnerships with organizations and local groups that garden at our sites.
- Support the Land Stewardship Coordinator with gardener communications as needed.

2. Wellness in the Garden (20%)

- Assist the Executive Director in planning, implementing and delivering therapeutic gardening programs and wellness workshops.
- Assist the ED with the collection of participant feedback and wellness metrics to show the program's impact.
- Help make our gardens welcoming and accessible for seniors, people with disabilities, newcomers, visitors, and youth.

3. Urban Food Forestry (5%)

- Assist the Urban Food Forestry Coordinator in managing volunteers for fruit harvests, as needed.
- Assist the Urban Food Forestry Coordinator in planting and maintenance of Community Forest Garden sites; ensure these are accessible and harvested responsibly.

4. Living Soil Land Stewardship (5%)

- Assist the Land Stewardship Coordinator with maintaining compost systems and educational demonstration areas.
- Assist the ED and Land Stewardship Coordinator with delivering educational programming on soil health, composting, and sustainable practices, as needed.
- Share educational materials with the community through our regular channels.

5. Seed Security (20%)

- Coordinate the Seed Library and Seed Donation program including inventory, donations, and distribution.
- Coordinate volunteer support including Seed Library management, seed packing parties, and event assistance.
- Coordinate the Seedy Saturday festival in March/April, with assistance from staff, including logistics, outreach, programming, and volunteer support.
- Coordinate demonstration gardens for seed-saving education, working with volunteers and staff as needed.
- Track KPI metrics such as seed packages given and received, number of seed varieties, volunteer hours, and community participation for grant reporting.
- Create content about the seed security program and share with our channels.
- Ensure all SOP documents are kept up to date and make suggestions for their improvement.

Community Engagement & Outreach (20%)

- Teach workshops and manage a booth/table at public events to engage with community members and stakeholders.
- Assist staff with preparation and packing for workshops and events.
- Ensure all SOP documents and workshop materials are maintained and make suggestions for their improvement.
- Represent Urban Bounty at community and networking events.
- Build and maintain strong relationships with community partners, supporters and potential funders.

Marketing and Communications (20%)

- Work with the ED and staff to develop a comprehensive yearly communications plan to increase UB brand awareness and outreach.
- Develop and implement wide-reaching, multi-layered communication campaigns that tell our story and share our values, vision, and mission.
- Create, prepare, and post content for monthly newsletters, weekly social media posts, posters and any other content needed for campaigns.
- Work with staff and our web developer to make website updates on a monthly basis.

- Assist the Executive Director and Operations Manager to maintain and expand donor and membership programs.
- Provide program stories, data, and photos to support grant applications and reports.

Benefits

- Work with a small passionate team committed to protecting the environment, community development, land stewardship, and food literacy.
- Be part of the thriving local food movement!
- Build extensive knowledge and experience in the non-profit/charitable organization sector.
- Understand and use relevant municipal environmental laws and regulations.
- Practice sound program and project management skills.
- Develop strong oral and written communication skills, including report writing in text and visual formats.
- Work with a wide range of community members and stakeholders, utilizing strong communication and conflict resolution skills.
- Spend time outdoors, learning and growing with a thriving community!

Compensation

- **Schedule:** 37.5 hrs/week - 1 Year Contract (Maternity Leave Coverage) - with opportunity to extend
 - Ability to work flexible hours, including evenings and weekends as required for events.
- **Hourly Rate:** \$27.05/hour
- **Vacation & Wellness:** Vacation Days are calculated at a rate of 4% on top of the hourly rate (2 weeks vacation = 10 working days) and Wellness Days calculated at 2% on top of hourly rate (1 week wellness = 5 working days).
- **Health Credit:** \$36/month health spending allowance.
- **Professional Development:** *After one full year of employment*, Urban Bounty offers a \$500 professional development credit, as well as a paid work anniversary day off and birthday off.

Urban Bounty acknowledges that the lands with which we grow and harvest includes unceded land in the stewarded territory of the xʷməθkʷəy̓əm (Musqueam) people and also unceded territory of the hə́n̓ ǵəmiṇ̓ əm̓ and Sḵw̓x̓ wú7mesh speaking peoples.

As professionals who partner with the land, plants, and wide spectrum of nature to accomplish our work, we are committed to respecting traditional territories, as well as supporting decolonization and applying honourable harvesting and environmental stewardship practices in all that we do.