



Everdale is accepting job applications for the following role:

Office Assistant – Summer Job

About Everdale

[Everdale](#) is Canada's oldest not-for-profit community teaching farm. We believe that people are empowered when we grow food, share it, teach each other about it, and celebrate it. This results in improved personal health and the creation of healthy local food communities.

General Job Information

Eligibility:

Because this position is partly funded by the federal government's Canada Summer Jobs program, successful applicants must be:

- 30 years old or younger;
- and, hold a valid SIN number;
- and, be a Canadian citizen, permanent resident, or have refugee status.

Purpose of the position:

- Successful applicants will help maintain a clean and organized farm office space, do data entry, and manage our photo and video files.
- No previous experience required, just a positive approach, a willingness to learn, and the ability to work Monday to Friday; 35 hours per week.

Start/end dates:

- May 1 to August 18, 2023

Pay:

- \$17.50/hour plus 4% vacation pay
- 30% off all food items in Everdale's farm store

Hours per week:

- 35 hours/week
- Monday to Friday, during the day.

Work location:

- Everdale, 5812 Sixth Line, Hillsburgh, Ontario

Covid safety:

- Everdale follows all current directives and laws as prescribed by the Ontario Government and Welling-Dufferin-Guelph Public Health.

Job expectations:

- Perform general office tasks that you are trained to do, such as data entry, cleaning and organizing, and general computer work.
- Be punctual and ready to work selected hours.
- Be committed to working safely and efficiently.
- Able to consistently take a positive solution-based approach to challenges.



- Work occasional weekends and holidays, with notice.
- Maintain an organized, safe, and beautiful farm.
- Strive to carry out [Everdale's mission and objectives](#) and mandate.
- Communicate openly and respectfully with others.

How to Apply

- Completed applications should be sent to info@everdale.org
- Application Deadline: The posting will remain open until all positions are filled.
- Your application should include:
 - Resume
 - Contact information for three references
 - The title of the position you are applying for
 - Confirm that you meet all three of the following eligibility requirements:
 - 30 years old or younger
 - hold a valid SIN number
 - a Canadian citizen, permanent resident, or have refugee status. Students on a work permit or visa are not eligible.

While we appreciate all applications, only those candidates selected for an interview will be contacted.

The applicant selection process and Everdale's commitment to a healthy and diverse workplace

At Everdale, we believe in the power of diversity. We proactively seek to have strong representation of women, people with disabilities, Aboriginal peoples, and visible minorities in our organization. We are committed to establishing and maintaining a safe, inclusive, equitable, and welcoming learning and working environment for all our employees regardless of race, gender, sexual orientation, or cultural background.