



Summer Student – Food Programs & Community Engagement Assistant Chebucto Connections

Salary: \$20/hour + 4% Vacation

Hours of Work: 30-35hrs weekly with the ability to work flexible hours

Start Date: Jun 9, 2026 – Aug 31, 2026

Application Process: Please submit resume and cover letter to christina@chebuctoconnections.ca. Please use your cover letter as an opportunity to share your personal qualities and highlights of your experience.

Position Overview: We are seeking a motivated and community-oriented Summer Student to support the planning, coordination, and delivery of our food programs, including bi-weekly produce pack giveaways and the Square Roots Market. This role is ideal for someone interested in food security, community development, and hands-on program delivery.

This position is funded through Canada Summer Jobs and is open to individuals between 15-30 years old. The applicant must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* and is legally entitled to work in Nova Scotia.

Key Responsibilities

- Assist with the planning, coordination, and delivery of bi-weekly produce pack giveaways and the Square Roots Market;
- Provide on-site support to volunteers, ensuring smooth operations and positive participant experiences;
- Participate in the set-up, operation, and tear-down of all food-related programs and events;
- Manage market sales, including processing transactions and completing end-of-day financial reconciliation;
- Identify opportunities to improve program efficiency, workflow, and participant experience;
- Create posters, promotional materials, and digital content to support outreach and engagement;
- Administer surveys to partner agencies and community members; compile and summarize responses;
- Assist in organizing workshops on topics such as healthy eating on a budget;
- Support community members in accessing community gardens, including maintaining waitlists and responding to inquiries;

- Perform general administrative duties such as data entry, maintaining records, updating spreadsheets, and responding to phone and email inquiries;
- Assist in preparing internal reports summarizing program activities, attendance, and key metrics;
- Maintain safety, cleanliness, and compliance with organizational policies during all activities.

Qualifications

- Strong organizational and communication skills;
- Ability to work independently and as part of a team;
- Comfortable interacting with diverse community members;
- Experience with customer service, event coordination, or community programming is an asset;
- Basic computer skills (e.g., Microsoft Office, Google Workspace); experience with Square is an asset;
- Interest in food security, sustainability, or community development is preferred.

Working Conditions

- Combination of indoor and outdoor work environments;
- Some physical tasks (lifting, carrying, setting up equipment) may be required;
- Occasional evening or weekend hours may be necessary.

Chebucto Connections recognizes the value of a representative workforce and is committed to the principle of employment equity. Our goal is to be a workforce that is representative of the communities we serve. Our priority groups are indigenous, Black/African Nova Scotians, Persons of Colour, Immigrants/Newcomers, Persons with Disabilities, 2SLGBTQIA+. Members of these groups are welcome to apply and self-identify.