



Title	FED Urban Farm - Farm Production Assistant
Location	395 Harbour Road, Victoria, BC
Term	Start Date April 14th- October 31st, 2025 6 month contract
Hours & Compensation	30-32 hours per week \$26-28/hr 4% standard holiday 4 hours paid volunteer time

The Synergy Foundation is an equal opportunity workplace. We are committed to equal volunteer and employment opportunities regardless of race, colour, ancestry, religion, gender, sexual orientation, ability, socio economic status, or age.

SYNERGY FOUNDATION

The Synergy Foundation is a Victoria based non-profit that was created in 2013. Since its inception , Synergy Foundation has focused on innovative projects and programs that have pushed the envelope, supported hundreds of businesses, and turned great ideas into action. Our three focus areas are green business, food security, and circular economy. This is represented in our core projects, BC Green Business, FED Urban Agriculture, and Project Zero, and our annual event, the Ecostar Awards.

FED URBAN AGRICULTURE SOCIETY

FED is a registered charity that is working to address food security in southern Vancouver Island by promoting sustainable food systems and enhancing community engagement. We do this by creating garden spaces, delivering educational programs, and advocating for urban agriculture within our community. By partnering with growers, restaurants, community organizations, and beyond, we're transforming our cityscape into a vibrant foodscape.

FARM PRODUCTION ASSISTANT

The FED Farm Production Assistant is responsible for conducting day-to-day farm tasks including soil prepping, seeding, weeding, fertilizing and harvest. You will work closely with the Farm Supervisor to familiarize yourself with the grow bag farming system and gain confidence to make production decisions and tasks sheets independently. This position will require a high standard of care and oversight to maintain the quality and reputation of our product. Consistent observation of the health and productivity of the farm will also be essential. Many aspects of this role will be public facing; whether it be new faces or longstanding relationships, we aim to authentically engage, educate, support and inspire all those we interact with.

RESPONSIBILITIES

Farm Operations (80%)

- Seed, plant, prepare, and maintain garden and pollinator gardens
- Fertilize/amend soil and top up containers with compost between plantings
- Harvests & record produce weights/location and other important data and observations
- Processes (wash, spin, pack/weigh) restaurant greens, CSA and market orders
- Maintain high standard of produce packaged and delivered to various customers
- Site maintenance (weed wacking, moving containers when needed, post-harvest clean up, pruning, moss/weed mgmt, invasive species removal)
- Develop and execute on daily and weekly task list
- Delivers restaurant orders or pick ups using MODO or E-bike (when needed)
- On-site compost management

Community Engagement (15%)

- On-site market (duties include: set up & take down, harvest & packaging, keeping the market stocked, communicating customer requests, answering questions, ringing customers through, supporting market staff and volunteers, updating pricing/crop availability, communicating problems/issues/opportunities via Gchat)
- Support with farm workshops, tours, and events
- Support on-site volunteers by demonstrating tasks, working alongside them, and providing a positive experience
- Understands FEDs organization, mission and structure to communicate with the public
- Support marketing and communications as needed

Other (5%)

- Team meetings, communications and task management
- Support the development of modular growing system improvements

REQUIREMENTS

- Located in Greater Victoria
- Class 5 driver's license or Class 7 with two years driving experience
- Available to work on weekends when needed

SKILLS & COMPETENCIES

- Minimum of 2+ years of agricultural production experience
- Demonstrated understanding of sustainable and organic production
- Strong organizational skills including: multi-tasking, prioritizing, planning, and effective time management
- Ability to work independently and on a team

- Comfortable leading a tour or group of volunteers
- Be in excellent physical condition and able to lift 50 lbs.
- The successful candidate will be patient and compassionate with excellent interpersonal skills

ELIGIBILITY

This position is funding dependent, and therefore require the following criteria:

- The candidate must be a Canadian citizen, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- The candidate must be under 30 years of age at the time of hire

TO APPLY

- Please email your cover letter and resume to hire@get-fed.ca. Applications will be accepted until Monday, February 17th. A shortlist of applicants will be selected for an interview in early March. Some candidates may be asked to participate in a second interview.