



My Sustainable Canada
Avenir durable Canada

VOLUNTEER OPPORTUNITY: SPECIAL PROJECTS

POSITIONS: 1-3

START DATE: as soon as possible

DURATION: occasional (October-January)

SCHEDULE: 2-8 hours/week, flexible timing

WORKS WITH: program designer/facilitator in Toronto

APPLY BY: Friday, October 17th

WHO WE ARE

My Sustainable Canada (MSC) is a national not-for-profit organization with a mandate to help people and organizations make more sustainable choices. At MSC, we believe people and organizations can use their buying power to drive social change. In collaboration with our partners, we design and deliver programs and tools with the goal of making social purchasing decisions easier. In 2014, we are working with four major public institutions in Ontario and in collaboration with the Greenbelt Fund to host workshops around local sustainable food in the public sector in five cities across Ontario. We were named the 2012 Greenbelt Fund's Local Food Champions.

WHO YOU ARE

You are a motivated, big-thinking, reliable self-starter who wants to gain some experience in the non-profit sector or in the sphere of local sustainable food work. You are committed to sustainability and you want to practice your skills with an organization that shares your values. You've also got some of these skills to share:

- Clear, concise communicator (written and verbal)
- Ability to synthesize information
- Takes initiative and works independently
- Organized and timely
- Comfortable making cold-calls or building new relationships
- Critical thinker or some knowledge of food systems an asset
- Proficient in Microsoft Office Suite, Photoshop, or other programs
- Access to a computer and internet



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WHAT YOU GIVE (some ideas; we'll start with your skills and go from there)

- **Research and write about food systems issues** through memos and blog posts for use in our Public Purse Purchasing 3P Mentorship Program.
- **Communications support** to existing food systems program, including outreach to project partners, interviews with stakeholders, and taking notes at meetings.
- **Design social media and website launch strategy** to reach a broader audience.
- **Work with our mentees** to develop their year-end photo essay and other facility-specific promotional or communications materials.
- **Plan special events, discussion panels, or attend events** on MSC's behalf.
- **Coordinate special projects** related to our existing events and programs.
- **Photograph events, keep notes,** and lead other forms of project documentation.
- **Provide logistical or facilitation support** for Collaboration on Local Sustainable Food workshops in Kingston on October 30-31st and in Toronto on November 5th.

WHAT YOU GET

- **Introductory session** on food systems issues and the theory of systems change that guides our programs.
- **Explore models of facilitating/hosting** and develop your own facilitation skills.
- **High degree of ownership** over your project work and the learning you want to do while volunteering.
- **Flexibility to volunteer when/where** it is convenient for you plus the structure of real deadlines for the valuable work you will be doing.
- **Freedom to select and propose projects** of interest to you and to identify the skills you want to practice in order to complete them.
- **Networking and chances to speak with game-changers** and food champions in Ontario through research process and events.
- **Publication of your work** and/or ability to share it in your portfolio.
- **Mentorship** from the program facilitator, if this is valuable to you.

TO APPLY

Send us your CV with a brief statement highlighting why you want to be a part of our volunteer team and what skills or projects you would like to focus on. State your availability and include a written work sample. Email hayley@mysuscan.org by Friday, October 17th with subject line: VOLUNTEER SPECIAL PROJECTS.

...THANK YOU FOR YOUR INTEREST!