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| **Title of Position** | Sustainable Agriculture Assistant |
| **Department** | School of Environmental and Natural Resource Sciences |

**Primary Job Duties**

**Inventory No. / Job Task Details**

4.02 Attend and participate in meetings as required

5.00 Assist with routine maintenance and cleaning tasks as required

5.03 Seasonal gardening and/or planting of trees and shrubs

5.05 General outdoor grounds maintenance (could include: sweeping, raking and leveling ground, shovelling snow, road repair)  
5.06 Assisting in seeding and sodding of newly graded areas, pruning trees and shrubs; weeding, mowing and trimming grass around trails  
5.08 Helping with installation of new posts and signs

5.11 Organizing resources in outer buildings  
5.13 Assist with the setup of greenhouse structures

6.00 Perform basic care and maintenance for interior plants   
6.01 Propagate living interior plants  
6.02 Maintain composting and/or vermicomposting system  
6.03 Participate in community garden projects  
6.04 Assist with the organization and coordination of key sustainability initiatives

10.00 Other duties as required

**Qualifications**

* Current student of Fleming College
* Enrolled in a related program of study
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Good proficiency with Office 365 and Microsoft Apps (Word, Excel, Visio, PowerPoint) and SharePoint using Power Automate (or similar)
* Good documentation skills with the ability to keep detailed and accurate notes
* Mechanical aptitude to perform a variety of mechanical tasks including use of hand and power tools and equipment related to the job (i.e. shovels, rakes, lawn mowers, grass trimmers)
* Good organizational skills, with the ability to multi-task
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail
* Ability to lift and move items that can weigh up to 30lbs
* Ability to work in adverse conditions such as cold, wet, heat