

Communications Assistant | Position Description

Volunteer → Paid Position | Part-Time | Edmonton, AB

Organization	Sustainable Food Edmonton (SFE)
Reports To	Board of Directors - Engagement Committee
Time Commitment	Approx. Approx 10-12 hours / month (flexible)
Start Date	July 2026
Compensation	Volunteer initially; transition to paid as funding allows
Location	Primarily remote, with occasional on-site time at McCauley Community Orchard & Gardens

About Sustainable Food Edmonton

Founded in 1989, Sustainable Food Edmonton (SFE) is a nonprofit organization rooted in the belief that everyone deserves access to fresh, healthy, sustainably grown food. From our urban agriculture programs to our community garden network, we work to build a more equitable and resilient food system in Edmonton.

Our flagship programs include:

- McCauley Community Orchard & Gardens — a thriving urban green space featuring 100+ edible trees, 28 raised beds, and 50+ volunteers, stewarded by SFE since 2023.
- Little Green Thumbs — an award-winning school-based national growing program, operated by SFE in 57 classrooms across Edmonton, and hundreds more throughout Canada.
- Community Garden Network — connecting and supporting Edmonton's community garden sites since 2009.

Role Overview

We are looking for an enthusiastic, organized, and mission-driven individual to join our small but mighty team as a Communications Assistant. This is a junior-level opportunity well-suited to a student, recent graduate, or early-career professional looking to build experience in communications, digital content creation, and the non-profit sector.

This position benefits from strong guidance and support from experienced Board members as the organization ramps up into an exciting new chapter.

This role begins as a volunteer position, with the intention to transition to paid employment as SFE's funding base grows. We are committed to compensating this work fairly and will prioritize converting this role as new grants and revenue come in.

Key Responsibilities

- Draft and post content for SFE's social media channels (primarily Instagram and Facebook)
- Publish SFE's monthly email newsletter
- Make light-touch routine content updates to the SFE's website
- Participate in SFE's Communications Working Group (monthly zoom call)

Additional tasks may include the following (time permitting):

- Coordinate an editorial calendar with input from focal points, according to the communications strategy and plan
- Assist in capturing and editing quality photo/video content at events or garden sites
- Provide ad hoc communications support where needed for program delivery, volunteer & funder appreciation, and fundraising efforts
- Monitor online engagement in social channels, and flag opportunities to respond
- Report on channel performance and progress to the Communications Working Group

What We're Looking For

- Strong written communication and people skills
- A collaborative, proactive, positive attitude
- Willingness to learn SFE's programs, audiences, systems and processes
- Ability to work independently, manage your own time, and follow through on tasks
- Comfort with social media platforms and basic content scheduling and design tools (e.g. Canva)
- A desire to embrace and learn new technologies (including AI) to optimise the efficiency and impact of working processes
- An interest in food systems, urban agriculture, community development, or the nonprofit sector

What SFE Offers

- Meaningful hands-on experience with a values-driven organization working at the intersection of food, community, and sustainability
- Access to inspiring, experienced leaders across the urban agriculture community
- Learning and development with emerging media and technology
- Mentorship and guidance from experienced professionals
- Flexible scheduling that works around your other commitments
- A clear pathway to paid employment as organizational funding grows
- The opportunity to contribute to the growth of programs like the McCauley Community Orchard & Gardens — and see your work make a tangible difference in Edmonton

How to Apply

Please send a brief cover letter and resume to board@sustainablefoodedmonton.org

In your cover letter, please tell us what draws you to SFE's work and what you hope to learn or contribute in this role.

We welcome applications from people of all backgrounds, including those who have experienced barriers to employment. SFE is committed to building an inclusive team that reflects the communities we serve.

