



## **Kenhtè:ke Seed Sanctuary and Learning Centre Job Posting**

Position: ***Project CAO***

Work Hours: 37 hours/week

Compensation: \$ 30- 40/hour

Contract: 3 months trial with long-term potential

Closing Date: October 30, 2025

### **Job Description**

The Project CAO reports to the Ratinenhayenthos Board of Directors and provides logistical, administrative and financial support for the project and staff of 5 to 7 people. Liaison with the Seed-Garden Educator Coordinator for on-site work with the gardening team - comprising Garden Interns and summer student positions. Must be flexible to accommodate weekend and evening appointments.

### **Tasks and Responsibilities**

- Fundraising, Grant applications and communication with funders (Identify funding sources, write proposals, manage projects with support of Board and Garden Team), Track donations
- Management of timelines and budgets. Payroll, monthly reports, Annual General Meeting, Ensure files are maintained in an organized way. Document activities, and prepare reports in collaboration with the garden team.
- Develop and maintain strategic relationship for grants, financial, community stakeholders, staff, KASSI and participation-outreach
- Manage KSSLC correspondence through email and social media inboxes, keep board and/or Garden team informed of developments and work with Garden team to maintain community engagement through event notices on social media and through community newsletter (these responsibilities may change or be designated at a later time)
- Manage Inventory equipment, technology, etc. with team
- Development of policies and procedures for KSSLC with support of the Board as needed and identified.
- Support the Recruitment of youth to intern with gardening team, Support the recruitment, participation and supervision of volunteers.
- Maintain KSSLC spaces and ensure the environment is clean and safe. Understand health and safety of outdoor workers (need for flexibility due to weather/climate).
- Support the garden team in the facilitation of workshops and to host and participate in

designated community events, and work bees, training (pd) etc.

- Create, implement, and track project evaluation tools
- Flexible and willingness to perform other job-related duties as required to support KSSLC team and organization

## **Qualifications**

- Post-secondary degree or diploma in project management, business or other relevant field, or equivalent combination of education and experience
- 1 – 2 years of experience in a similar position
- Experience in outreach, facilitation, public speaking, community education, and project and budget management
- Ability to travel as required, valid G-Class Driver's License in good standing and own vehicle and insurance is a requirement
- Ability to work evenings and weekends as required
- Experience or involvement with Not-for-Profit work, Indigenous Seed Sovereignty, Biodiversity Conservation or other land-based experiential projects
- Knowledge of or willingness to learn Haudenosaunee culture and Kanyen'kéha language is an asset
- Commitment to conflict resolution and fostering a positive community atmosphere
- Ability to self-motivate, work independently and delegate tasks
- Effective communication and organizational skills
- Ability to perform moderate physical labor and outdoor activities, if compelled to join the gardening team to understand their work, needs and responsibilities, and for camaraderie and team building
- Ability to use a computer and familiarity with Microsoft applications, e-mail, Google Drive and social media

Please submit resume and cover letter to [ratinenhayenthos@gmail.com](mailto:ratinenhayenthos@gmail.com)