



P3 is Hiring!

Our current openings are:

- P3 Share Coordinator
- P3 Internal Affairs Coordinator
- P3 External Affairs Coordinator

Our current internship openings are:

- P3 Social Media intern
- P3 Website & Graphic Design Intern

To apply please read **detailed descriptions below** and submit an **application** (cover letter and c.v.) to jobs@p3permaculture.ca.

- All applications are due by **November 30 2014**.
- Interviews will take place **December 2014**
- All positions will start **January 12, 2015**
- Each position is for a **6-month contract** with option to extend.

We can't wait to hear from you!

Join us!

The Team at P3



Position Title: “P3 Share” Coordinator

About P3 Permaculture:

P3 Permaculture is a social enterprise with a mission to design, share and grow, appropriate ecological solutions that profit the planet and its inhabitants. Permaculture is a design science that incorporates principles derived from the observation of nature to create conscious design solutions resulting in a holistic and ecologically abundant society.

Position Summary:

The P3 Share Coordinator is responsible for the coordination and management of the P3 workshops, lectures, speaking series and other knowledge sharing events throughout the contract term.

Primary Responsibilities:

- Manage project: Workshops, speaking series, lectures, other knowledge sharing events
- Manage project budget
- Promote project
- Evaluate project
- Manage facilitators, staff, guests, interns/ volunteers (incl. posting positions, hiring, training, scheduling, supervising, and evaluating)

Minimum Education & Experience:

- Permaculture Design Certificate (PDC) graduate (or able to take course)
- Must have excellent English communication skills and intermediate French communication skills (incl. reading, writing, speaking)
- Minimum 2 years related experience

Other Qualifying Skills and/or Abilities:

- Strong organisational skills and event coordination abilities
- Keen team management competencies (incl. team building, conflict resolution, coordination, etc.)
- Solid facilitation and public speaking experience
- Strong promotion and networking talents
- Self-managed

Start Date: Monday January 12, 2015 (6-month contract term with option to extend)

Wage: \$15/h

Hours Per Week: 10/h per week

To Apply:

Please submit your full **contact details, curriculum vitae** and **cover letter** to jobs@p3permaculture.ca by **November 30, 2014**.

Please clearly indicate the **position title** in the subject line.



Position Title: P3 Internal Affairs Coordinator

About P3 Permaculture:

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Position Summary:

The P3 Internal Affairs Coordinator is responsible for the coordination and management of the P3 internal affairs needs.

Primary Responsibilities:

- Manage:
 - Internal Communications:
 - Organize, plan and schedule group work and/or events
 - Schedule meetings
 - Human Resources:
 - Employment Policy, Recruiting, Hiring, Contracts
 - Evaluations
 - Conflict Resolution
 - Team Development
- Manage internal affairs budget

Minimum Education & Experience:

- Must have excellent English communication skills and intermediate French communication skills (incl. reading, writing, speaking)
- Minimum 2 years related experience

Other Qualifying Skills and/or Abilities:

- Extremely organised
- Very professional and responsible
- Self-managed
- Keen team management competencies (incl. team building, conflict resolution, coordination, etc.)

Start Date: Monday January 12, 2015 (6-month contract term with option to extend)

Wage: \$15/h

Hours Per Week: 8/h per week

To Apply:

Please submit your full **contact details, curriculum vitae** and **cover letter** to jobs@p3permaculture.ca by **November 30, 2014**.

Please clearly indicate the **position title** in the subject line.



Position Title: P3 External Affairs Coordinator

About P3 Permaculture:

P3 Permaculture is a social enterprise with a mission to design, share and grow, appropriate ecological solutions that profit the planet and its inhabitants. Permaculture is a design science that incorporates principles derived from the observation of nature to create conscious design solutions resulting in a holistic and ecologically abundant society.

Position Summary:

The P3 External Affairs Coordinator is responsible for the coordination and management of the P3 external affairs needs.

Primary Responsibilities:

- Manage:
 - Marketing (incl. branding package, etc)
 - Public Relations (incl. press package, interviews, articles, etc.)
 - Monthly social gathering (public)
 - Partnerships, University Relations, etc.
 - Fundraising (grants, tabling, etc.)
 - Newsletters (write, compile and distribute)
- Manage external affairs budget
- Manage volunteers/ interns (post position, hire, train, schedule, supervise, evaluate)

Minimum Education & Experience:

- Must have excellent English communication skills and intermediate French communication skills (incl. reading, writing, speaking)
- Minimum 2 years related experience

Other Qualifying Skills and/or Abilities:

- Strong organisational skills and event coordination abilities
- Solid facilitation and public speaking experience
- Strong promotion and networking talents
- Very professional and responsible
- Self-managed
- Keen team management competencies (incl. team building, conflict resolution, coordination, etc.)

Start Date: Monday January 12, 2015 (6-month contract term with option to extend)

Wage: \$15/h - \$20/h (based on experience)

Hours Per Week: 15/h per week

To Apply:

Please submit your full **contact details, curriculum vitae** and **cover letter** to jobs@p3permaculture.ca by **November 30, 2014**.

Please clearly indicate the **position** title in the subject line.



Position Title: P3 Website & Graphic Design Intern

About P3 Permaculture:

P3 Permaculture is a social enterprise with a mission to design, share and grow, appropriate ecological solutions that profit the planet and its inhabitants. Permaculture is a design science that incorporates principles derived from the observation of nature to create conscious design solutions resulting in a holistic and ecologically abundant society.

Position Summary:

The P3 Website and Graphic Design Intern is responsible for ensuring that the P3 website is functional and up to date and that all other graphic design needs of the team are met. These tasks may include, but are not limited to: event posters, brochures, presentation design and layout, etc.

Primary Responsibilities:

- Ensure website is up to date and functional
- Event posters, brochures, presentation design and layout, etc.
- Maintaining branding strategy/ model

Minimum Education & Experience:

- Excellent English communication skills and intermediate French communication skills (incl. reading, writing, speaking)
- Minimum 1 year related experience

Other Qualifying Skills and/or Abilities:

- Creative
- Professional, responsible and organised
- Able to work as part of a team
- Self-managed

Reporting To: P3 External Affairs Coordinator

Start Date: Monday January 12, 2015 (6-month contract term with option to extend)

Hours Per Week: 8/h per week

To Apply:

Please submit your full **contact details, curriculum vitae** and **cover letter** to jobs@p3permaculture.ca by **November 30, 2014**.

Please clearly indicate the **position title** in the subject line.



Position Title: P3 Social Media Intern

About P3 Permaculture:

P3 Permaculture is a social enterprise with a mission to design, share and grow, appropriate ecological solutions that profit the planet and its inhabitants. Permaculture is a design science that incorporates principles derived from the observation of nature to create conscious design solutions resulting in a holistic ecologically abundant society.

Position Summary:

The P3 Social Media Intern is responsible for creating a dynamic social media strategy and updating all P3 Social Media channels incl. but not limited to: FB, Twitter, Instagram, Pinterest, etc.

Primary Responsibilities:

- Responsible for creating and maintaining a dynamic social media strategy
- Responsible for updating all social media outlets regularly (e.g. FB, Twitter, Instagram, Pinterest, etc.)

Minimum Education & Experience:

- Must have excellent English communication skills and intermediate French communication skills (incl. reading, writing, speaking)
- Minimum 1 years related experience

Other Qualifying Skills and/or Abilities:

- Creative
- Professional, responsible and organised
- Able to work as part of a team
- Self-managed

Reporting To: P3 External Affairs Coordinator

Start Date: Monday January 12, 2015 (6-month contract term with option to extend)

Hours Per Week: 8/h per week

To Apply:

Please submit your full **contact details, curriculum vitae** and **cover letter** to jobs@p3permaculture.ca by **November 30, 2014**.

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