

Hastings Sunrise Food Network Coordinator Job Description

Overview:

The Hastings Sunrise Community Food Network (HSCFN) formed in 2012 to help connect and support the Hastings Sunrise community towards the access of healthy, affordable food. The HSCFN is comprised of 5 community partners who offer a variety of food programs within the community. These community partners form the HSCFN Steering Committee. The partners are:

- Frog Hollow Neighbourhood House
- Hastings Community Centre
- Kiwassa Neighbourhood House
- Thunderbird Community Centre
- CityReach

The *Food Network/Food Security Coordinator* will work with the Steering Committee to and members of the community to learn about the needs of the community and identify programs and services available to support these needs. The coordinator will be responsible for informing the community about programs and workshops available and connecting them to these opportunities. Further, the coordinator will identify gaps in available services and work with the Steering Committee to fill these gaps.

Specific Responsibilities:

**In order of priority*

- With support from the steering committee, develop and conduct a community consultation to more fully understand the needs of our community
- Solicit additional funding through:
 - Grant applications
 - Donations, fundraising and partnerships
- Manage a budget
- Visit agencies and partners in person
 - Get a sense of the space and available programs
 - Interact with patrons, develop and maintain connections, and help direct them to programming at the various agencies
- Create a list of ongoing/permanent programming at each of the 5 community partner organizations
- Create monthly lists of food and nutrition programs/workshops taking place at each of the 5 community partner organizations
- Provide publicity for these community programs and events
- Coordinate bi-monthly Steering Committee meetings
- Manage the HSCFN blog, Facebook page and Twitter account.
- Draft and send monthly E-newsletters via MailChimp
- Report to the Recreation Supervisor and/or Recreation Programmer at Hastings Community Centre, advising them on food policies and practices
- Liaise with other Vancouver Food Security Networks

Qualifications and Skills:

- Knowledge and interest in food security and a community capacity building approach
- Proven ability to work independently, conduct outreach, facilitate groups, supervise volunteers, organize/manage projects, and develop partnerships
- Program development skills
- Understanding of and experience in cross cultural communication
- Knowledge of the Hastings Sunrise community
- Excellent written and verbal communication skills
- Comprehensive computer knowledge
- Record keeping and administrative experience

Hours per week: 6 / week x 48 weeks, depending on funding

Wage per hour: \$21-\$25/hour, based on experience

Please send resumes to: hastings.communitycentre@vancouver.ca by May 14th, 2018

Interviews will be held on May 16 or 17th in the afternoon

***Spring 2018 start date**