

Program Manger (Food Access Focus)

Anticipated start date: April 10th, 2017

Location: Victoria BC

Hours per week: 30 hours a week for 50 weeks a year

Wage: \$22-27hr

Please apply by end of day March 22

with a cover letter and resume to: maurita@lifecyclesproject.ca

Organizational Overview:

LifeCycles is a charitable society working to cultivate community health by connecting people with the food they eat and the land it comes from. We support people in gaining the knowledge, skills and resources needed to access, grow and preserve local food in ways that foster biodiversity and enhance our urban environment. By connecting people to the food they eat and the land it comes from, LifeCycles inspires people to see themselves not as passive consumers of an industrial food system but as active agents co-producing healthy, local food systems.

For more information on our organization visit: www.lifecyclesproject.ca

Overview:

The successful candidate will provide operational management of the LifeCycles Fruit Tree Project, and related Farm Gleaning. Working with seasonal staff, the Program Manager will oversee and take part in the development, delivery and ongoing evaluation of LifeCycles food access programs.

The Program Manager reports directly to the Executive Director. The successful candidate will work as part of a 3 person Core Management Team, made up of the Executive Director and a second Program Manager (who is primarily responsible for Food Literacy Programming). This Management Team will lead decision-making regarding program development and operations and is accountable to the Board of Directors to align operations with the organizations strategic priorities and mission.

Key Responsibilities:

PROGRAM DELIVERY (40%)

- Oversee the delivery of the Fruit Tree Project's harvest, between June 15th - November 15th; including pre-season prep, and post-season wrap up.
- Manage the online Pick Database

- Coordinate volunteers and fruit tree stewards, warehouse and vehicle management, tree assessment, tracking and fruit redistribution
- Support other program delivery as required
- Respond to off-season community requests for: information about project, fruit tree maintenance, harvest requests, fruit donations and other gleaning opportunities
- Deliver canning and other food skills workshops as needed

PROGRAM DEVELOPMENT & EVALUATION (10%)

- Ensure programs are developed in line with organizational Strategic and Operations Plans
- Complete annual review and program reporting in collaboration with LifeCycles' Core Management Team (Executive Director and Program Managers)
- Support organizational strategy development and ensure the Fruit Tree Project is aligned with and working towards this strategy
- In collaboration with the Director, develop a budget and work plan
- Develop and maintain the mechanisms for data collection and tracking, so that Harvest Support positions can track and record all data related to the harvest including volunteer hours, budget expenditures, statistics etc.
- Develop sustainable strategies to enhance and grow program

REVENUE GENERATION (20%)

- Support grant writing and program fundraising – including invoicing for services delivered, donor campaign development, and other fundraising work as directed by Executive Director
- Collaboratively develop and support annual organizational budget
- Collaboratively develop and support annual organizational fundraising strategy
- Support the Fruit Tree Projects Social Enterprise as needed, and as directed by the Executive Director
- Ensure the Fruit Tree Project is bringing in Fruit Tree Steward donations during the harvest season
- Support office management and organizational administrative tasks as needed.

VOLUNTEER MANAGEMENT (15%)

- Volunteer outreach for all programs
- Maintain Fruit Tree Project volunteer engagement
- Run 3 Fruit Tree Project volunteer orientations in June and July
- Oversee tracking of volunteer participation for all programs
- Gather end of season volunteer feedback and facilitate volunteer appreciation events and gestures
- Be a link between different LifeCycles programs and their volunteer needs; facilitate cross-program connections and volunteer sourcing
- Manage LifeCycles office volunteers

HUMAN RESOURCES (10%)

- Manage a Harvest Support team which includes Harvest Coordinator(s), Farm Gleaning Coordinator and Summer Students; hold regular weekly check-ins
- Coordinate and facilitate work planning, evaluation and goal-setting meetings with program staff.
- Ensure contracts and seasonal staff positions are carried out in line with legal best practices

OUTREACH & ADVOCACY (5%)

- Act as a spokesperson for LifeCycles and promote the Fruit Tree Project in the Capital Region
- Network with regional policy makers, food banks, non-profit organizations and government agencies
- Advocate for the advancement of local food and land stewardship policies and practices in the Capital Region
- Develop strategies including media promotion to facilitate volunteer and community engagement
- Develop strategic partnerships with community associations

In addition to the above responsibilities the Program Manager will support administrative and organizational tasks as required

Qualifications:

- A university degree in a relevant field/proven life experience of equivalent nature
- Minimum three years demonstrable experience within food access or food literacy programming and community engagement
- Three years demonstrable experience in program and staff management in a not-for-profit organization
- Strong financial literacy, particularly within the context of a not-for-profit organization
- Strong understanding of program evaluation methodologies
- Excellent English language written and verbal communication skills
- Strong familiarity with food literacy theory and approaches
- Strong understanding of food security, food justice and social justice and cultural contexts within BC
- Experience managing staff and being in a leadership role
- Proven fundraising skills in a variety of approaches
- Comfortable public speaking and teaching.
- Experience and knowledge of fruit trees, orchards, farming, and canning
- Extensive experience working with people from diverse backgrounds
- Ability to manage a complex work environment
- Knowledge of best practices for non-profit Human Resource management

Compensation:

\$22-27/hour – 30 hours/week – 50 weeks/year, with a comprehensive benefits package.
3 months probationary period.