

## Program Manager (Food Education Focus)

Anticipated start date: April 10<sup>th</sup>, 2017

Location: Victoria BC

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

Wage: \$22-27hr plus benefits

Please apply by end of day **March 22**, 2017

with a cover letter and resume to: [maurita@lifecyclesproject.ca](mailto: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](http://www.lifecyclesproject.ca)

### **Overview:**

The successful candidate will provide operational management of LifeCycles Food Literacy Programs, which include: the Victoria Seed Library, Growing Schools, the Welland Legacy Park Orchard, and our Community Food Programs. Working with Program Coordinators and seasonal staff the Program Manager will oversee and take part in the development, delivery and ongoing evaluation of LifeCycles Food Literacy initiatives.

*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 Access 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 (30%)

- Coordinate Victoria Seed Library Seed Swaps and Member Orientations in collaboration with Victoria Seed Library Volunteer Steering Committee
- Coordinate and deliver Teacher Pro-D trainings
- Coordinate and Deliver Growing Schools workshops with support of seasonal assistant.
- Deliver community kitchen workshops and other program delivery as required

#### PROGRAM DEVELOPMENT & EVALUATION (10%)

- Meet with contract staff to amend/develop annual program goals and evaluate progress towards their completion
- 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 annual organizational strategy development and ensure Food Literacy Programs are aligned with and working towards this strategy

#### 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

#### COMMUNICATIONS (10%)

- Support the development of program communications, including content creation and some design work for: website, social media, print resources and posters
- Track and manage program participants and supporters
- Help frame and communicate key messages to a broad audience

#### HUMAN RESOURCES (20%)

- Hire, train, and supervise team of seasonal staff and Program Coordinators to deliver Food Literacy Programs (2-6 staff)
- Coordinate and facilitate work planning, annual performance evaluations and goal-setting meetings with contractors and seasonal staff
- Assist contractors and staff with the coordination and training of program volunteers
- Ensure policies and best practices are followed in the management of staff.

#### OUTREACH & ADVOCACY (10%)

- Act as a spokesperson for LifeCycles and promote improved Food Literacy action in the Capital Region

- Network with educators, school districts, regional policy makers, health professionals, non-profit organizations and government agencies
- Advocate for the advancement of local food and land stewardship policies and practices in the Capital Region

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

**Skills and Abilities:**

- Strong financial literacy, particularly within the context of a not-for-profit organization
  - Ability to develop budgets and manage spending of multiple projects
  - Fluency with Microsoft Excel
- Strong understanding of program evaluation methodologies
  - Competency developing short, medium and long-term goals and determining indicators for measuring program success
  - Ability to develop, gather and analyze program metrics to determine program efficacy
- Excellent English language written and verbal communication skills
  - Skill with grant writing and funder relationships
  - Strong listening skills
  - Ability to support and communicate with diverse stakeholders
  - Comfortable public speaking
- Ability to manage a complex work environment
  - Able to develop and utilize multiple organizational systems
  - Comfortable managing dynamic, complex and changing responsibilities
  - Proven ability to work collaboratively and lead teams in decision making
  - Ability to provide high quality food systems programming to diverse audiences including vulnerable populations

**Experience:**

- Minimum three years demonstrable experience within food access or food literacy programming, community engagement, and/or experiential education
- Experience in program and staff management in a not-for-profit organization
- Strong familiarity with food literacy theory and approaches
- Experience and knowledge with gardening, orchard management and seed saving
- Extensive experience working with people from diverse backgrounds
- Recent experience delivering food systems education in schools an asset

**Knowledge/Education:**

- A university degree in Education, Health Sciences, Social Development or Environmental Studies, or other relevant field/proven life experience of equivalent nature
- Strong understanding of food security, food justice and social justice and cultural contexts within BC
- Knowledge of contract negotiation and legal procedures for Human Resource management.