



Food Share Network Coordinator

Part Time Contract Position

20 hours per week (to start)

Who are we and what we are looking for!

The *Vision* of the Food Share Network is that all residents of the Capital Region enjoy food security.

The *Mission* of the Food Share Network is to develop an innovative collaborative group that enhances food security in the Capital Region through collaboration and cooperation among food banks, community center's, donors and other participating organizations.

The Food Share Network and the participating organizations share the following common **Values**: empowerment, dignity and respect, food and community, stewardship and collective impact.

The Food Share Network is a broad network of over 40 agencies, with a shared interest in the above vision and mission. The network is currently governed by a Steering Committee of 5 permanent members and up to 5 elected members. As the current chair of this Steering Committee, the LifeCycles Project Society is acting as the sponsor organization of the Food Share Network.

We are currently seeking a Coordinator to help lead the work of the Food Share Network. The expectation is that the Coordinator will work with the Steering Committee on the below key responsibilities. Reporting to the FSN Steering Committee the FSN Coordinator provides Leadership and Direction for Food Share Network Development.

Key Attributes:

- Strong project management skills – can attend to the details without losing the overall objective.
- Has a strong clear vision of the objectives of the FSN, and fosters stakeholder engagement in keeping with these principles.
- Easily creates/maintains relationships with ALL sorts of people, from truck drivers, non-profit staff, leadership, funders, government officials, service clubs and business leaders.
- Is able to balance the needs/assets of the stakeholders with the needs/assets of the collaborative.

Duties, Responsibilities, Skills and Abilities:

Provide Leadership and Direction for Food Share Network Development

- Articulate and broadly communicate the objectives of the FSN, including the FSN's relationship with the Food Rescue Project, Give Food Get Food, and other initiatives spearheaded by the FSN.
- Lead the formalization of the Food Share Network as a Society with Charitable Status.
- Connect and communicate with all agencies participating in the Food Rescue Project – get to know the staff and organizations involved. Keep your 'ear to the ground'.
- Provide leadership and direction for the Food Share Network and support connections between people, organizations, programs and funders within the member agencies.
- Work to connect Foodshare Network efforts with the Good Food Network and other collaborative efforts to increase food literacy and food security. This includes participating in the Good Food Network Leadership Group to advance collective impact supporting key goals of the FoodShare Network.

Financial Management

- Develop with the FSN Steering Committee the annual budget
- Adhere to the annual budget and work with spending limits
- Develop with the FSN Steering Committee the FSN annual strategic plan and operating plan
- Research, write, manage and report out on grants
- Issue annual invoices to all members and collect on outstanding dues. Evaluate membership structure and ensure adequate revenue is earned from membership dues.
- Support annual fundraising campaign with regional grocers participating in Food Rescue Project.
- Explore other avenues for revenue generation as required.

Evaluation

- Support evaluation of Food Share Network activities and other initiatives led or collaborated on.
- Work collaboratively with the Good Food Network on the development of metrics that support better understanding of systems change and progress over time.

Membership Stewardship

- Organize the Annual General Meeting of the membership
- Prepare the annual report
- Maintain contact with member agencies and ensure they are aligned with FSN vision and mission.
- Support membership intake protocol as outlined in governance framework and Steering Committee meeting minutes.
- Support recruitment and retention of members.

Food Rescue Project and Give Food Get Food

- Liaise with The Mustard Seed team to streamline community distribution of food.
- Support day-to-day operations as required by the Mustard Seed team.
- Work with Mustard Seed staff to onboard new agencies – as food availability allows.

- Orient new agencies to the Give Food Get Food platform.
- Refer complaints to The Mustard Seed leadership.
- Share testimonials and success stories regarding Food Rescue with the Mustard Seed.

Communications

- Support inquiries and tours as time allows and in collaboration with The Mustard Seed team
- Manage foodsharenetwork.ca, other social media, and media enquiries regarding FSN

Working Conditions/Compensation:

- Hours: 20 per week – with potential for future increase – flexible hours with majority of work taking place 9-5, Mon-Fri, though some weekends and evenings may be necessary
- Salary: **\$25.00 per hour**
- This is a contract position

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by end of day, September, 13, 2019 to Matthew by replying to this ad. Please quote “**Food Share Network Coordinator**” in the subject line.