



**Strathcona Food Security Coalition Coordinator**  
**Contract Position (temporary, ~11 months)**  
**Position Description**

**Overview**

The purpose of this position is to support the development of a comprehensive food security response in the Strathcona Region that fosters improved partnership and collaboration, prioritises food distribution to vulnerable populations, and supports priority projects through operational and resource support.

In response to the need for coordinated food security work in the Strathcona Region, a working group formed that has developed into a coalition of partners with a fiscal host of Laichwiltach Family Life Society. The Food Security Coalition is currently working on a Terms of Reference to guide the work. This group is motivated to act on broader food system issues, as well as supporting emergency food relief programs.

**Responsibilities**

**Coalition Organizational Development:**

- Review food hub models and make recommendations on a structure for Strathcona
- Work with partners to implement evidence-based food hub model
- Identify next steps for a backbone food security structure that has a broad mandate to act on food security issues throughout the region
- Engage and build relationships with other organizations to encourage more partners to join the Coalition
- Finalize Food Security Coalition Terms of Reference
- Convene a monthly meeting of stakeholders
- Create and keep updated a social media presence on behalf of the Coalition

**Food Security Community Vision and Strategy:**

- Gather and analyze data, identify assets and gaps, propose evidence-based interventions
- Coordinate collaborative actions, develop community vision and strategy
- Carry out community consultations and engagement
- Undertake community meetings and create a collaborative community vision for food security in the Strathcona region

- Attend United Way coordinated Community of Practice (COP) session for 1.5 hours per month for the duration of the contract to enhance shared learnings of the United Way Food Hubs

#### **Coalition Partner Support:**

- Support priority food security operations including the Hama?Elas Kitchen, Good Food Box Program, improved regional food bank response, and Indigenous food knowledge systems
- Organizational and developmental support for priority projects impacting vulnerable populations
- Improved coordination and relationships with the education sector and Indigenous food sovereignty

#### **Project Reporting:**

- Compile monthly Coordinator activity reports and submit to both Laichwiltach Family Life Society and the Strathcona Food Security Coalition
- Assist with monthly report of Food Security Coalition activities and final project report for funder

#### **Experience and Knowledge**

- Related post-secondary education
- Broad knowledge of food security theories and concepts
- Experience with community development
- Experience writing grant applications and working with funders
- Passionate about making a difference

#### **Competencies**

- **Adaptability:** Demonstrates a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Relationship Building:** Establishes and maintains positive working relationships with others, both internally and externally, to achieve the goals of the projects.
- **Communications:** Speaks, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develops new and unique ways to promote the projects and engage community.
- **Organizational Skills:** Sets priorities, develops a work schedule, monitors progress towards goals, and tracks details, data, information and activities.

#### **Contract Details**

- \$40/hour for 1350 hours (approximately 30 hours/week for duration of the contract)
- Contractor is expected to provide own telephone, computer, home office, etc.
- Contract end date: July 31, 2022
- Possibility of contract extension, subject to funding

#### **Posting details**

- Posting will close to applicants on Thursday, September 9<sup>th</sup> at 3pm
- Anticipated interview dates of September 15<sup>th</sup>-17<sup>th</sup>