

Seasons of Food Coordinator Job Posting

Overview

The Coordinator is responsible for organizing and promoting the Seasons of Food Cooking Workshops at Hastings Community Centre.

Responsibilities

- Organize a minimum of 30 workshops per year that meet the cultural, ethnic and socio-economic needs of the community
- Identifying and soliciting additional funding through grant applications, donations, fundraising and partnerships
- Managing a budget
- Reporting to the Recreation Supervisor and/or Recreation Programmer
- Promoting programs and events. Manage the blog, FB and twitter. E-newsletters via MailChimp. Provide workshop descriptions for the HCC Program brochures
- Liaison with Workshop Coordinators and continuing to secure new facilitators based on feedback from participants and the community
- Administering participant and workshop facilitator surveys

Qualifications and Skills

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

Hours per week: 4-8 hours per week depending on funding. The position is currently funded through the City of Vancouver Sustainable Food System Grant and Hastings Community Association.

Compensation: \$25/hour

Submit cover letter and resumes to Joanne MacKinnon, Hastings Sunrise Community Food Network Coordinator at info@hscfn.com by May 20, 2015 at 5pm.

We thank all applicants and only those shortlisted will be contacted.