

Burnaby Food First Food Forum – Event Coordinator

Pre-forum

- Develop a promotional strategy
- Assist in developing written materials including programs, posters, invitations, meeting agendas and minutes
- Work with Burnaby Food First (BFF members) to develop the forum program
- Contact local media
- Work with BFF members to develop a target list of participants and issue invitations
- Set up a registration process and register participants
- Organize catering – coffee breaks and lunch with, to the extent possible, local, healthy, organic foods
- Secure venue
- Contact and book PechaKucha speakers using BFF forum guidelines
- Use BFF guidelines to contact and book organizations for displays
- Coordinate printed materials for the forum as needed
- Liaise with community partners
- Coordinate event logistics, including site set-up and tear-down
- Recruit, assign and orient event volunteers
- Work within a defined budget and record to ensure money is spent appropriately
- Establish and maintain a regular schedule of reporting with BFF focus people

Day of Forum

- Coordinate A/V equipment and room set-up
- Coordinate any necessary materials for the forum (e.g. flip-chart paper, markers, name tags)
- Organize the registration of participants and provide name tags
- Handle the logistics of display tables
- Coordinate catering set-up and take-down

Post-forum

- Write a final report that includes
 - A brief summary of the forum
 - Highlights of the day
 - Overview of the displays
 - Contact information of participants
 - Action items

Qualifications

- Experience in project coordination, events and community development
- Excellent oral and written communication skills
- Ability to travel around the community
- Experience in or knowledge of social marketing, media and/or communications work
- Skilled in building relationships and in working collaboratively to achieve organizational goals
- Experience working with community volunteers and the not-for-profit sector
- Ability to organize, set priorities, meet deadlines and work under pressure of time constraints
- Knowledge of the Burnaby community preferred

This is a contract position from February 1, 2016 – June 30, 2016. We expect the coordinator will work from home using their own computer.

Terms: Contract for Service - \$25/hour for 180 hours in total, spread over the duration of the contract. Total contract value is \$4,500.

To apply, please send a one-page letter outlining your relevant experiences with references and your contact information to us at burnabyfoodfirst@gmail.com by Sunday, January 24, 2016 at 8:00 pm.