



# Vancouver Neighbourhood Food Networks

## Job Posting: Network Developer & Communications

Across Vancouver, networks of committed people are focusing on food justice and resilience at the neighbourhood level. Creation of these Vancouver Neighbourhood Food Networks (VNFNs) represents the will of community members, organizations, and agencies to collaborate on community-based food initiatives and programs. VNFNs provide a space for NFN representatives from across the city to collaborate, share best practices and advocate for food justice with a unified voice. Visit our website for more details <http://vancouverfoodnetworks.com/>.

The VNFNs are looking for a highly-organized individual with a passion for food justice to support their strategic objectives of 1) External communications, 2) Long-term financial sustainability, 3) Mentorship and information sharing and 4) Governance and administration.

### **Qualifications:**

- Familiarity with food security and food justice, particularly within the Vancouver context
- Strong connections in the local food movement and the ability to cultivate collaboration within and across sectors
- Strong experience in communications, including website maintenance, social media, etc.
- Past experience in project coordination, fundraising and grant writing
- Creative and resourceful thinking, able to leverage partnerships and finite resources to meet objectives

### **Roles and Responsibilities:**

External Communications (30% of time):

- Develop a communications plan, including measurable goals, tools, content guidelines and consistent branding and messaging
- Assist with implementing the communications plan, including social media & blog posts, website updates, press releases, brochures, posters, etc.
- Manage the VNFN's public email account and respond to public inquiries

Long-term financial sustainability (30% of time):

- Help to build and maintain relationships with funders
- Support fundraising initiatives (raffles, business partnerships, etc.) and grant applications
- Track and report on VNFN outcomes

Mentorship and information sharing (20% of time):

- Convene an annual networking and information sharing event
- Manage the VNFN google groups account and organize and maintain a Drop-Box folder to facilitate efficient internal communication and information sharing between VNFNs
- Facilitate group communication and equitable decision making processes
- Develop and facilitate an orientation process for new VNFN members

Governance and administration (20% of time):

- Organize bimonthly meetings and minutes and following-up on action items
- Set and monitor work plan milestones in alignment with the VNFN strategic plan
- Report on the VNFN budget
- Collect and pay VNFN invoices
- Assist with updates to the VNFN terms of reference, as needed

**Rate of Pay:** \$25 - \$30 per hour, depending on experience

**Job Duration:** 1 year (with potential for extension), beginning 6hr/wk with additional hours as funding allows

**Please forward cover letter & resume to:** [info@vancouverfoodnetworks.com](mailto:info@vancouverfoodnetworks.com) with subject line "VNFN Communications and Network Developer" by **July 3<sup>rd</sup> at midnight.**



# Vancouver Neighbourhood Food Networks

## Job Posting: Network Developer & Communications

We thank all applicants, but only those short listed will be contacted.