



Job Title: Columbia Valley Food and Farm Coordinator
Position Details: Full-Time (32 to 40-hours per week), Contract Position – One Year Term
*Start date June 2021,
Renewable Contract, pending additional funding being secured*
Reporting to: Executive Director – Columbia Valley Chamber of Commerce
Along with guidance and input from the CV Food and Farm Board
Closing Date: June 1, 2021
Wage Range: \$20 to \$22 per hour, based on experience and paid as an annual salary

SUMMARY:

Columbia Valley Food & Farm (CVF&F) has been supporting producers and advocating for locally grown and produced food for many years. In a new partnership with the Columbia Valley Chamber of Commerce (CVCC), a position has been created for a Columbia Valley Food and Farm Coordinator to grow the capacity for CVF&F into the future.

The successful applicant will be passionate about connecting producers to consumers and promoting locally produced and processed foods in our Valley. Collaboration and building relationships will be key to your success, as will your exceptional people skills and ability to work independently. Being a pilot year for this position, you will need to be flexible in seeking new partnerships and opportunities.

DUTIES & DELIVERABLES:

- Coordinates the Food and Farm Guide.
- Supports producers and processors in relation to Covid-19 recovery and beyond:
 - Communicates/shares updates on restrictions around farmers' markets, restaurants, farm visits, etc.
 - Engages in Local Food Marketing initiatives such as highlighting producers and processors in our newsletters, articles for print and social media, and other opportunities.
 - Promotes our producers and processors through the Food and Farm Guide and other avenues such as farmers' markets, articles, newsletters, social media.
- Liaises with producers, food service and retail operators, to inform them about the importance of our local food system, agriculture, and field to plate opportunities in the Columbia Valley.
- Partners in and supports local food security projects such as Food Recovery and Farm to Foodbank initiatives.
- Collaborates with and stays informed about governmental food security initiatives related to our local food system, and especially, Covid-19 regulations.
- Plans and implements events and activities that raise awareness about the local food system and the utilization of locally grown foods including projects that specifically support youth and vulnerable populations.
- CVF&F spokesperson and key contact for organizations such as local government, Columbia Valley Food Bank, and Windermere District Farmers' Institute, to name a few.
- Stays informed about the local food system in the Columbia Valley.
- Writes articles for print and digital media in addition to Covid-19 recovery focus.
 - Manages social media accounts- Facebook, Instagram etc with support from CVF&F.
- Seeks future funding opportunities, writes applications, and submits reports as required.
- Works with the CVF&F board on events, fundraising initiatives, and outreach.
- Attends board meetings for CVF&F and submits progress reports as required.



OTHER JOB RESPONSIBILITIES & COMMUNITY ENGAGEMENT:

- Builds and maintains a data base list of producers and commercial operators.
- Maintains general website updates.
- Monitors all social media accounts, email, and phone interactions.
- Organizes virtual and/or physical Food and Farm Tours.
- Attends farmers' markets to raise awareness about local producers and processors while highlighting local food products.
- Submits an annual report.

KEY QUALIFICATIONS & EXPERIENCE:

- Valid BC driver's license and insured vehicle that can handle highway driving.
- Basic knowledge of Microsoft Office products.
- Moderate knowledge of social media platforms, primarily Facebook, Instagram, and Twitter.
- Moderate knowledge of email marketing platforms such as Constant Contact and Mailchimp.
- Proven meeting facilitation experience, both in-person and virtual, with proficiency in meeting logistics, presentations, and engagement skills.
- Experience in media, advertising, writing, and marketing preferable.

SKILLS, ABILITIES & OTHER REQUIREMENTS:

- Self-motivated, confident, and able to work well independently.
- Excellent communication skills – verbal, written and electronic.
- Excellent customer care skills including cold calling and relationship management.
- Strong organizational and time management abilities including proficiency multi-tasking and prioritizing tasks.
- Established connections and relationships with local and regional producers, like-minded organizations, and stakeholders.
- The ability to listen, understand and respond to the needs of our producers is essential.
- Ideally, the candidate will reside in the Columbia Valley with experience and or education in local food systems work, including food security projects, local food marketing and non-profit and social enterprise.

APPLICATIONS:

- This position has been created with funding support that recognizes priority candidates with circumstances including one or more of the following:
 - Currently residing in British Columbia.
 - Currently unemployed or under-employed.
 - Youth (aged 16-30)
 - Individuals with disabilities (either Persons with Disabilities (PWD) designation through the Ministry of Social Development and Poverty Reduction.
- To apply, please submit your cover letter and resume via email to Pete Bourke, Columbia Valley Chamber of Commerce, email executivedirector@cvchamber.ca.

To learn more about our organizations involved in this partnership, please visit our websites, [Columbia Valley Chamber of Commerce](#), and, [Columbia Valley Food & Farm](#).

We appreciate all applicants who will apply for this role, however only those selected for an interview will be contacted.