

ALBERNI VALLEY FOOD SECURITY SOCIETY MANAGER JOB DESCRIPTION

POSITION

The Alberni Valley Food Security Society (AVFSS) is working to build community awareness and knowledge about food, food lands, food skills and food systems. We develop partnerships in the community and across Vancouver Island for increased food security.

The manager will develop projects and community partnerships that lead to improved access to healthy local food and increased food security in the Alberni-Clayoquot Region. The manager will work to increase community capacity through education, hands-on activities and policy development.

This is a work from home, contract position with minimal travel required outside the community. When required to travel to other communities, fuel costs will be compensated at .50 cents per kilometre.

ESSENTIAL DUTIES / RESPONSIBILITIES

- Support community food security initiatives by networking and reporting back to members of AVFSS
- Research and write grants and fundraise to increase capacity for projects and the AVFSS Manager position as well as assisting in the development of new food related projects
- Work with climate emergency groups, local governments, farmers and agencies supporting the vulnerable to build a more resilient local food system
- Supervise the summer student and any other future staff. This includes assisting with hiring.
- Work with AVFSS members to support local methods of celebrating food production such as the Fall Fair, Family Farm tours, Island Agriculture Show.
- Support Grow Local, school gardens and food skills video development and other local food initiatives, where resources and opportunities allow.
- Support The Gleaning Project's long term development. This will include grant writing, staff recruitment, and reporting.
- Participate in the bi-monthly Community Food Action Initiatives (CFAI) meetings, report back to AVFSS and complete associated reports as required by these and other funders.
- Participate in all CFAI related conferences (Food Connections- Strategic Planning)
- Attend monthly ACRD Agriculture Development Committee meetings
- Communicate with CFAI counterpart in Clayoquot Region on a regular basis
- Monitor and respond to inquiries from public, AVFSS members and other stakeholders via email addresses, website and other forms.



QUALIFICATIONS

- Background in Community Development, Agriculture, Nutrition, Public Health or related discipline or and equivalent combination of education and work experience.
- Demonstrated success with grant applications, project management and budgeting
- Understanding of local and sustainable food systems, including school food initiatives, local farming, food and health literacy
- Demonstrated ability to work independently and in a team setting
- Ability to a network with community stakeholders and build community collaboration
- Experience hosting educational events
- Understanding of local Indigenous food systems and cultural food practises
- Comfort with social media platforms, Google Docs & Word processing

CONTRACT

- February 2023 – February 2024 with possibility to renew
- Part Time: Approximately 15-20 hours per week. Could increase depending on interest and funding
- Remuneration: Negotiated \$30-\$45 per hour based on experience and qualifications. An invoice showing hours worked will be submitted to AVFSS Treasurer
- Reporting to: AVFSS Board of Directors

TO APPLY

Send cover letter with references and resume to AVFSS Board of Directors c/o info@avfood.ca

Deadline for Applications: Friday, February 3 2023

