

EMPLOYMENT OPPORTUNITY

Network Coordinator – North Shore Table Matters Network

ORGANIZATION:	North Shore Neighbourhood House
PROGRAM:	North Shore Table Matters Network
ROLE:	Network Coordinator
HOURS OF WORK:	Part-time: average 15-17.5 hours/week*
WAGE:	\$35.35
WORK TYPE:	Independent contractor – <i>the contractor is responsible for their own office space, taxes, GST, and benefits</i>
LOCATION:	Remote (work from home)
START DATE:	June 2022 – exact date TBD

* We have just received additional core funding and can now offer up to an average of 17.5 hours/week.

NETWORK COORDINATOR – NORTH SHORE TABLE MATTERS NETWORK

Are you passionate about sustainable food systems and food security? Are you driven by sustainable community development? Are you a self-starter that thrives on building community partnerships?

North Shore Table Matters Network is seeking a self-motivated, community-minded **Network Coordinator** to support the development of sustainable food systems and food security on the North Shore.

We are looking for a professional skilled in community development and non-profit management with a passion for food security and sustainability. The ideal candidate will be skilled at network engagement and communications, program management and coordination, and establishing connections with community stakeholders. **North Shore residents are strongly encouraged to apply.**

PRIMARY RESPONSIBILITIES

Community Engagement

- Organize and facilitate Network meetings and events.
- Manage and liaise with working groups. E.g., North Shore Food Providers Network
- Identify advocacy opportunities and advocate for initiatives that align with the North Shore Community Food Charter.
- Manage community inquiries.

Communications

- Develop monthly newsletters (MailChimp).
- Manage website updates (WordPress).



- Manage social media accounts (Facebook, Twitter, LinkedIn).
- Undertake monitoring and evaluation of communications activities for reporting.
- Ensure consistent use of Table Matters branding.
- Develop Table Matters communication documents, reports, and presentations.

Grant Support and Budget Management

- Support grant applications and partnership development, as relevant.
- Manage the annual budget in collaboration with North Shore Neighbourhood House administration.
- Complete written reports on program achievements.

Meeting Support

- Develop meeting agendas and compile minutes for Advisory and Network meetings.
- Facilitate Network meetings and events.

Other duties as assigned.

QUALIFICATIONS

Qualifications Required

- Self-starter with the ability to work independently.
- Demonstrated skills in building relationships with stakeholders.
- Excellent written and spoken communication, leadership, and interpersonal skills.
- Skilled at planning and facilitating meetings and events in person and online.
- Effective time management and organizational skills.
- Demonstrated ability to manage budgets, record keeping, and track information necessary for funders.

Desired Qualifications

- Experience or interest in sustainable food systems, food security, and/or community health issues.
- Familiarity with the North Shore and other not-for-profit agencies is a valued asset.
- A minimum of 3 years of experience in community engagement, community development, communications, food systems, or related field.
- Experience working in a non-profit environment.
- Experience working in a remote office environment.
- Experience with strategic planning implementation, program development, and evaluation.

Interested in applying, but not sure you have all the qualifications? We encourage you to apply and let us know why you would be a good fit. We recognize that people bring diverse skills and knowledge to a role and that many skills can be learned.



ABOUT NORTH SHORE TABLE MATTERS NETWORK

North Shore Table Matters Network is a community network advocating for sustainable food systems and food security on the North Shore. We engage diverse sectors of the community and support the development of partnerships and projects that align with the [North Shore Community Food Charter](#) and address community needs. One of our main priorities is to increase the profile of food by infusing food into community dialogue, policy, and life on the North Shore.

Our Network has been building relationships between local governments and community groups with interests in food security, urban agriculture, and local food systems since 2005.

North Shore Table Matters Network is administered by the North Shore Neighbourhood House and is supported by Vancouver Coastal Health through the Community Food Action Initiative.

POSITION DETAILS

Contract position at \$35.35 per hour. The contractor is responsible for their own office space, taxes, GST, and benefits. A computer is available.

This is a year-round contract role of approximately 15-17.5 hours/week.

Scheduling of hours will require some flexibility to meet the need for collaboration and planning with multiple partners and meetings that can occur outside of normal business hours. Additional hours may be available but are contingent on additional funding.

North Shore Table Matters Network is administered by North Shore Neighbourhood House with the Network Coordinator reporting to North Shore Neighbourhood House senior staff.

TO APPLY

Please submit a resume and cover letter to Cristina Rucci, Community Program Manager, North Shore Neighbourhood House at crucci@nsnh.bc.ca with the email subject line *Table Matters Network Coordinator 2022*.

Application Deadline: The final deadline to apply is Sunday, June 5, 2022.

Interview Dates: 2nd and 3rd week of June

Position Start Date: June

We thank all applicants for their interest, however only those selected for an interview will be contacted.

North Shore Neighbourhood House values diversity and inclusivity. We encourage all individuals of any identity to apply.

