



May 30, 2019

Internal/External Job Posting - #CD09-19-04

**NEIGHBOURHOOD NETWORK DEVELOPER (“COMMUNITY FOOD LIAISON”)  
PART-TIME, SHORT-TERM CONTRACT POSITION**

**The Renfrew Collingwood Food Security Institute** is based out of Collingwood Neighbourhood House. With our many partner organizations and volunteers, we promote intercultural learning and leadership around sustainable growing, local food, diverse food traditions, and healthy eating in the Renfrew-Collingwood neighbourhood. We believe that food is a human right, and that the “right to food” means much more than meeting basic nutritional requirements. We help bring neighbours together to find solutions to issues like hunger and isolation in our community.

**JOB OVERVIEW**

In close collaboration with the Food Security Coordinator, the Community Food Liaison develops opportunities for positive relationships and intercultural connections between people and community organizations in Renfrew Collingwood. The work focuses specifically on cooking, food growing, and food sharing opportunities. These activities aim to leverage the social, economic, and emotional dimensions of food to increase opportunities for belonging and inclusion for all residents. This is a management level, short-term contract position.

**RESPONSIBILITIES**

The Community Food Liaison:

- Coordinates workshops (e.g. community kitchens, food preserving, organic gardening), including scheduling, childminding arrangements, grocery purchases and supplies, and provides set-up and clean-up support for activities when needed
- Supports workshop facilitators and urban agriculture volunteer teams to develop inclusive and welcoming engagement opportunities
- Identifies and connects volunteers, participants, and facilitators with leadership development and educational opportunities consistent with their goals and aspirations (e.g. Advisory Committee)
- Develops and distributes plain-language promotional material (including a monthly activity schedule, brochures, and online resources)
- Attends community celebrations and events (e.g. Collingwood Days) to conduct outreach activities
- Engages in ongoing evaluation of activities, including tracking attendance numbers and documenting participant feedback
- Develops food justice-oriented educational workshops and activities for the community
- Works closely with the Community Development Team, Integrated Settlement Services Team, and other CNH departments to identify opportunities for resource-sharing and internal referrals
- Fields inquiries from participants regarding programs, services, and neighbourhood opportunities
- Promotes interaction between newcomers and long-term residents
- Supports the Food Security Coordinator in evaluation and reporting
- Supports and mentors volunteers, facilitators, and community leaders, with resources and training to deal with emerging challenges (including conflict resolution) when necessary

## **QUALIFICATIONS**

- Post-secondary education with a degree in food security- or community development-related discipline **or** a combination of work experience in anti-oppression/community development
- 2 or more years of experience in community development, community capacity building, food systems change, and/or intercultural engagement through urban food security initiatives
- Self-motivated and self-directed, strong interpersonal, organizational, administrative, networking, leadership and communication skills
- Demonstrated ability to manage projects independently and collaboratively
- Ability to work both independently and in a team
- Knowledge of the Renfrew Collingwood community; knowledge of community resources and networks
- Excellent oral and written English skills and proficient knowledge of computers
- Ability to work flexible hours (including evenings and weekends)
- Satisfactory Criminal Record Check
- Attitudes and values in keeping with the inclusionary practices, goals and philosophy of the Renfrew Collingwood Food Security Institute and Collingwood Neighbourhood House

## **ASSETS**

- Practical skills such as: Food preparation, knowledge of seasonal and healthy foods, knowledge and curiosity about diverse food traditions, event planning, organic food growing and orchard management skills, meeting/workshop facilitation, program design, developing learning opportunities and educational materials, carpentry skills, recruiting and supervising volunteers of diverse ages and abilities (including people experiencing social/economic marginalization)
- Food Safe Level 1 certification, valid BC driver's license, access to own vehicle, first aid certification, oral and written proficiency in additional language(s), web-based skills, design and layout skills
- Is a resident of the Renfrew-Collingwood neighbourhood

## **Wages and Benefits**

Salary : 15 hrs/wk at \$25.34 per hour

Schedule : Schedule is flexible  
June 18<sup>th</sup> – August 30<sup>th</sup>, 2019

Location : Collingwood Neighbourhood House (5288 Joyce Street, Vancouver, BC) with off-site locations

## **SUBMIT COVER LETTER AND RESUME BY:**

**12:00/Noon on Fri, June 7**

**Attention to: Mik Turje**  
Food Security Coordinator  
Collingwood Neighbourhood House  
5288 Joyce Street Vancouver, BC V5R 6C9  
[foodsecurity@cnh.bc.ca](mailto:foodsecurity@cnh.bc.ca)  
Fax No. 604-451-1191

**NO PHONE CALLS PLEASE**  
**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**