



Job Posting: Student Food Network Coordinator

Job Classification: 8-Month contract, 35 hrs/week, renewable for 1 additional year to 08/14

Deadline for application: Applications accepted on a rolling basis until December 16, 2012

Start Date: January 14, 2012

Salary: \$15-18.00/hr

Location: SYC National Office, Ottawa, Ontario

ORGANIZATIONAL DESCRIPTION:

The Sierra Youth Coalition (SYC) is an organization run by youth, for youth, serving as the youth arm of Sierra Club Canada. Our mission is to empower young people to become active community leaders who contribute to making Canada a better society. SYC is a national non-profit organization that acts as a networking and resource centre for youth between the ages of 14-30, concerned about environmental and social justice issues.

CONDITIONS OF EMPLOYMENT:

Only applicants who are available until August of 2014 on a full time basis will be considered. Pay is \$15-18/hour.

PROGRAM DESCRIPTION:

Launched in October 2011, the Campus Food Systems Project is now in its second year of building the student movement to get local sustainable food onto university campuses in Canada. The project is working with nine campuses across the country to help students develop the food systems on their campuses and in their regions by organizing stakeholders, improving procurement practices, and applying student research. These campuses are sharing their resources, as well as the lessons they learn and the best practices they develop, on the project's website StudentFood.ca to inspire and support change on campuses nationwide.

This project is run as a partnership between two organizations: The Sierra Youth Coalition, based in Ottawa, and Meal Exchange, a national, youth-driven charity based in Toronto that focuses on alleviating hunger and achieving food security. The partnership of our organizations on this initiative is supported by funding from the J.W. McConnell Family Foundation.

JOB DESCRIPTION:

Reporting to the Sierra Youth Coalition National Director and Sierra Club Canada Executive Director, the Student Food Network Coordinator is responsible for coordinating Sierra Youth Coalition's efforts as part of the Campus Food Systems Project (CFSP). This position is a co-coordinator of the CFSP, which will work closely with the corresponding Student Food Network coordinator position based in Meal Exchange's Toronto Office (referred to as MX Coordinator throughout remainder of document).

General responsibilities include (but are not limited to): leading student coordinators in their work to develop campus food strategy groups across nine campuses (ensuring a high level of consistency & quality across campuses, in-line with the themes and visions of the CFSP, and in line with the each campus' unique context and culture), representing the CFSP and SYC at conferences and events across Canada, and collaborating with partner organizations in carrying out the project.

Day-to-day, this looks like: one-on-one coaching with campus coordinators through e-mail and video chat, hosting national conference calls, developing toolkits and other resource guides, attending and presenting at conferences, campus visits, grant writing and reporting, and plenty more!

The Student Food Network Coordinator will play a critical role in the overall execution of this project; thus s/he is expected to integrate well with the National Director and all other members of SYC's staff, SYC's Executive Committee, and relevant members of Sierra Club Canada and Meal Exchange (MX) staff, in this highly collaborative, entrepreneurial and fun working environment. To learn more about the Project, please visit studentfood.ca. Specific responsibilities are listed below:

Program Management

- Working with MX Coordinator, supervise and support student coordinators on 9 campuses in the development of Campus Food Strategy Groups (CFSGs); develop resources for multi-stakeholder organizing, local and sustainable procurement, applied research, and project institutionalization; hold accountability to monitoring and reporting of progress
- Working with Campus Food Systems Project team to share learnings, best practices, and developing networks with broader student food movement through studentfood.ca and the developing Community of Practice comprised of students, faculty and administration from other Canadian campuses on local & sustainable food procurement
- Working with MX Coordinator, carry out our evaluation framework; including gathering and analyzing results to assess program outcomes and development opportunities

Management & Administration

- Support MX Coordinator in the development and management of project budgets
- Support MX Coordinator in gathering and present project data necessary for audit, board and financial reporting for both MX and SYC.
- Provide input and support to the SYC National Director regarding volunteer, internship, and applied research opportunities.

Marketing & Communications

- Working with MX Coordinator and SYC National Director, develop and disseminate marketing materials and project communications to support the Campus Food Systems Project and SYC
- Working with MX Coordinator, update and manage studentfood.ca with all project updates and relevant food movement news.
- Working with SYC National Director, keep SYC Facebook, Twitter, Blog, Newsletter, and Website up to date with project updates and relevant food movement news.

Relationship Management & Representation

- Maintain accurate and up-to-date records of student, faculty and administration partners and contacts to track involvement in each area of the project.
- Work with project partners, including but not limited to Local Food Plus, Farm to Cafeteria Canada, Food Secure Canada and the Real Food Challenge, and provincial and regional food security networks in Newfoundland and Labrador, Nova Scotia, New Brunswick, Ontario, Manitoba, and British Columbia, to meet the deliverables of the project
- Attend key food security and youth events locally, nationally, and in the U.S. as representative of SYC and the CFSP (average 6-12 per year); feedback key learnings to the organization to inform strategic directives and programming of SYC and the CFSP.
- Working with SYC staff, develop food programming for all of SYC's annual regional and national conferences.

Required Skills:

- University degree, college diploma in a related field.
- Experience in team leadership, as well as the development and evaluation of networks/coalitions.
- Experience or demonstrated interest for developing leadership with youth ages 14-30.
- Proven ability and enthusiasm to take initiative and engage in active learning.
- Excellent communication skills, including interpersonal, written, and public speaking situations, as well as meeting facilitation and coordination.
- Hands-on and collaborative approach to problem solving and proven ability develop creative but practical solutions to difficult challenges.
- Proven ability to lead and manage both large and small scale projects with limited resources.
- Applied skill and proficiency with MS Office and web-applications for research, project management and publication purposes. Experience with CiviCRM is an asset.
- Excellent attention to detail and ability to multitask, able to work both independently and as part of a team in a fast-paced environment.

Preferred Skills:

- Experience developing and evaluating programs, including designing and implementing new practices or methodologies. Experience with developmental evaluation is an asset.
- Strong understanding of project/program management techniques and methodologies
- Familiarity with the issue of hunger, food insecurity, and sustainable food systems in Canada. Experience with institutional procurement and supply chains an asset.
- Experience with campus organizing and student movements.
- Experience with applied research (a.k.a. action research, community-university partnerships).
- Successful experience fundraising, including grant-writing and reporting.

OVERALL:

Ideal candidate is articulate, collaborative and goal-oriented, making her/him highly capable of succeeding in a fast-paced and changing environment. This dynamic individual has an entrepreneurial spirit and an ability to identify opportunities to grow the organization and achieve its current and long-term objectives. This position involves three distinct skill sets and areas of expertise:

- 1 Project management, network facilitation and capacity building
- 2 Campus organizing and youth leadership development
- 3 Food security and sustainable food systems organizing

Candidates with experience in at least 2/3 areas will be considered. Preference will be given to candidates that can demonstrate experience in all three areas, and have specific experience with project and volunteer management and experience working with youth.

WORK ENVIRONMENT:

Sierra Youth Coalition is a professional but informal environment, predicated on individualism, personal accountability and enthusiasm for the cause. The successful candidate must be able to be based in Ottawa, and working full-time out of the Sierra Youth Coalition head office. Ability to travel (frequently between Toronto and Montreal, and occasionally across Canada) and flexibility in scheduling for weekday and occasional weekend events (day and evening) is expected.

APPLICATION:

Please send your CV and a cover letter to Gabriela Rappell, SYC Director at director@[syc-cjs.org](mailto:director@syc-cjs.org). In your cover letter, clearly indicate and demonstrate your experience in all of the three skillset areas listed above. If you do not have experience in one of the areas, explain your ability and interest in developing this skillset.

We expect a high volume of applicants, and will only be able to respond to applicants selected for interview.