



**Ontario Edible Education Network – Acting Network Coordinator**  
4-month term; 1-2 days per week

**Position Overview**

Sustain Ontario and the Ontario Edible Education Network are seeking an Acting Network Coordinator to support the network while the Coordinator, Carolyn Webb, is on maternity leave.

The Ontario Edible Education network emerged in 2013 out of work that was being undertaken by several Sustain Ontario member groups, working with educators and parents, to improve food environments for children and youth. The Ontario Edible Education Network developed out of the need for better coordination, information sharing, and advocacy among these individuals and groups to:

1. Help people teach students about good food practices (e.g., growing, preparing, cooking) that will improve their well-being now and in the future, and
2. Affect processes and decisions within government and elsewhere that influence opportunities for people to build healthy food environments across Ontario.

You can find out more about the network on the [Ontario Edible Education Network webpage](#). Sustain Ontario, a project of Tides Canada Initiatives, is a province-wide, cross-sectoral alliance that promotes healthy food and farming. Our mission is to provide coordinated support for the development of food systems throughout the province that are healthy, equitable, ecological and financially viable through collaborative action. We envision food systems throughout Ontario that are healthy, ecological, equitable and financially viable.

**Anticipated Start Date: August 18, 2014**

**Location:** While the Sustain Ontario office is located in Toronto, Ontario, we are open to creative solutions for remote working such as working out of a member office or a combination of working from home and from the Sustain Ontario office.

**Salary:** 40,000-60,000 pro-rated commensurate on experience

**Key Responsibility Areas**

- **Administration and Partnership Building:**
  - Work with the Steering Committee to identify network priorities and matching funding opportunities to fundraise for the network's activities
  - Initiating ongoing communications with partners and potential partners
  - Ensure grant management and reporting occurs in a timely fashion
  - Review and direct communications activities relating to the network (including website and newsletter)
- **Project Support:**
  - Ensure the deliverables of the Ontario Edible Education Network's active grants are met according to grant deadlines.
    - Work with the Mentorship Program Review Committee to ensure that Mentorship Program deliverables are met

- Work with Sustain Ontario staff to coordinate and review messaging related to the outreach stage of the Heart and Stroke Foundation Spark Grant
- Work with the Advisory Committee to advance Peer Learning Circles
- Ensure the completion of the remaining OTF project deliverables

## **Qualifications Required**

### Experience:

- Has strong grant writing and fundraising experience
- Previous participation in network an asset
- Experience in education and/or student nutrition an asset
- Has experience working with/for committees and engaging a diversity of stakeholders in decision-making

### General experience and skills:

- Is knowledgeable about the network and its activities
- Has strong coalition-building and facilitation skills
- Has strong project management skills
- Brings a flexible and collaborative spirit
- Is an excellent communicator—both oral and written
- Knowledge of policy and government relations an asset

## **How to Apply**

Together with your resume, please forward a cover letter which includes your responses to the following questions:

1. How did you hear about this position?
2. What interests you most about this position?
3. Based on our requirements, why are you a strong candidate?
4. Please share with us one specific fundraising success you've had in the past and describe what steps you would take to fundraise for the network.
5. Describe one policy priority you would like to see advanced through the Edible Education Network and how you would go about advancing it.

**Application Deadline is August 6th, 2014 at 5pm. Interviews will be conducted on Aug. 11th and 12th. Only candidates who are considered will be contacted.**

Please send your resume and cover letter with your responses to the above questions to Carolyn Young at [opportunities@sustainontario.ca](mailto:opportunities@sustainontario.ca) with the subject line Edible Education Coordinator application.

**For more information about Sustain Ontario and Tides Canada Initiatives, please visit:**

[www.sustainontario.ca](http://www.sustainontario.ca)  
<http://tidescanada.org/projects/>

***As Sustain Ontario is a Project of Tides Canada Initiatives Society (TCI), the selected candidate will be an employee of TCI.***

*Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted.*

We will accept applications until the position is filled. No recruiters please.