



April 2023

Position Posting: Thunder Bay + Area Food Strategy Coordinator

The Thunder Bay + Area Food Strategy (TBAFS) brings local food players to the table to take a coordinated approach to achieving food sovereignty through the implementation of pertinent research, planning, policy, and program development. The goal of the TBAFS is to create a healthy, equitable, and sustainable food system that contributes to the well-being of individuals, communities, the environment, and local economies while supporting regional food self-reliance. With over 40 members representing farmers, institutions, government, food security organizations and more, we are conveners and activators who implement the priorities of the Thunder Bay Food Charter to cook up a healthy, sustainable, and equitable food system. The Thunder Bay + Area Food Strategy is built upon seven pillars of a sustainable food system: food access; urban agriculture; school food environments; public food procurement; forest and freshwater foods; food infrastructure; and food production. More information about the TBAFS is available at <http://tbfoodstrategy.com/>.

The Coordinator will lead the ongoing efforts of the TBAFS by engaging partners and facilitating research, policy and action focused on the seven pillars. Tasks will include administration for the Executive Committee, Council and working groups; supporting partners through maintaining existing projects and exploring new project opportunities; updating the Food Strategy Implementation Plan; promoting the Community Food Security Report Card; preparing grant proposals; and communicating with the general public.

Key Areas of Responsibility

Working under the direction of the TBAFS Executive Committee, the Coordinator is required to perform a range of duties including, but not limited to:

- Engaging stakeholders from diverse sectors
- Coordinating stakeholder meetings and facilitating working groups
- Managing and maintaining communication tools including a regular newsletter, articles in local media, website and social media
- Managing new and ongoing projects
- Public presentation to Councils, community groups, and media
- Research, data collection, and analysis
- Special event planning and logistics
- Development of promotional materials
- Regular reporting to Executive Committee
- Liaising with the City of Thunder Bay, area municipalities, and relevant project partners
- Documenting program progress and accomplishments
- Project evaluation

General Duties

- Answering inquiries from the public
- Media communications
- Managing approved expenditures within the program budget
- Ensuring that all program files are stored, updated and accessible on the office network
- Adhering to organization policies and procedures
- Maintaining membership and committee lists
- Other duties as necessary

Qualifications & Competencies

- Undergraduate degree in food systems, community development, health sciences, social work, or another relevant area and/or equivalent experience
- Demonstrated experience with food system issues and community development, ideally in a Northern context
- Demonstrated project management abilities and experience managing diverse groups
- Experience with time management skills, attention to detail, and the capacity to prioritize by assessing situations to determine urgency
- Excellent oral, written and electronic communication skills
- Well developed interpersonal, organizational and coordination skills
- The ability to both work independently and take direction from a committee
- Ability to travel in the area (on occasion)

Terms of Work

This is a 10-month contract for a part time-time position (25 - 28 hrs/wk x \$30/hour, including benefits after 3 months) beginning in May 2023. Some evening and weekend work is necessary. There is potential for an increase to full-time or extension of the contract as additional project funding is secured. The Thunder Bay + Area Food Strategy Coordinator is hosted by Roots Community Food Centre and work is based at their office located at 450 Fort William Road, Thunder Bay, with the flexibility to work from home (note that this position is not functionally an employee of Roots CFC).

The Thunder Bay and Area Food Strategy is strongly committed to diversity within its community and welcomes applications from all qualified individuals including visible minority group members, women, Indigenous persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas and action.

HOW TO APPLY

A cover letter and CV in a single pdf file should be emailed to coordinator@tbfoodstrategy.com with “Application for TBAFS Coordinator” in the subject line by 6pm on Friday May 5, 2023. Only those candidates selected for an interview will be contacted.