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# Mount Pleasant Neighbourhood House

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800 East Broadway Vancouver BC Canada V5T 1Y1

**MPNH** T• 604.879.8208 F• 604.879.4136 E• info@mpnh.org I• www.mpnh.org

## Expression of Interest

### **Food Network Coordinator Contract for Mount Pleasant Food Network**

**Posted: January 22, 2018 Closing: February 5, 2018**

The Mount Pleasant Food Network (MPFN) is a coalition of community members, agencies, businesses and other stakeholders who work collectively to support the “right to food” philosophy: equitable access to food that’s healthy and nutritious, affordable for all, culturally appropriate and sustainably produced. The MPFN is a neighbourhood-based model that focusses on developing a localized food system which integrates local decision-making and skill-sharing about healthy and affordable food.

Working under the general direction of the MPNH Director of Core Programs and Operations, the Food Network Coordinator takes a leadership role in engaging and building a sustainable food network and information hub in the Mount Pleasant area. This is an 18 month contract that may be extended in both scope and duration, depending on funding.

#### **Key Duties and Responsibilities**

The main focus of the role is to:

- support the development of the Network and collaborative opportunities to connect individuals, organizations and projects interested in food security resources in the Mount Pleasant community, with a focus on connecting those most in need.
- organize and facilitate network meetings,
- undertake network projects on behalf of the network (as directed by the network and / or project supervisor)
- assist in researching and developing grants and external funding opportunities to support and expand food network programs
- organize resources in order to achieve goals and outcomes in the development of the Network
- monitor and ensure the objectives and outcomes of the program meet funders’ expectations
- coordinate and liaise with MPNH staff and provide information on food security programs in the neighbourhood house.
- Create opportunities to connect residents most in need with community gardening, food sharing initiatives, cooking programs, community kitchens, public education events and workshops
- Complete program reports, collect statistics and keep MPFN related documents in place





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- Publish community newsletter/blog and distribute widely.
- Represent the MPFN and MPNH on committees and advocacy groups in the community
- Work with the community to identify their food security needs and issues, formulating strategies to strengthen the participation and capacity of immigrants, youth, seniors and hard to reach communities towards a more inclusive community food secure system.

## Qualifications

- Knowledge and understanding of food security and community based planning processes, and understanding of capacity and strength based approaches
- Relevant post-secondary education and/or education related to food security, literacy and/or human services
- Proven ability to write successful grant applications.
- Proven ability to work independently, conduct outreach, facilitate groups, supervise volunteers, organize and manage projects and develop partnerships
- Experience in leading and evaluating inclusive community processes
- Excellent written and verbal communication skills, report writing skills, and ability to use computers to convey information effectively
- Knowledge of the Mount Pleasant area and established contacts with relevant stakeholders in the Mount Pleasant community is highly desired.
- Experience working with vulnerable populations.
- Food safe certification.
- A valid Class 5 driver's license is preferred.
- Ability to work flexible hours.

**Terms:** Contract hours: 10-13 hours per week (increases seasonally from May - August) with potential to increase based on funding. Remuneration: \$25.00 per hour.

Interested candidates must submit an Expression of Interest by **February 5<sup>th</sup> 2018** including to **human\_resources@mpnh.org**:

- Expression of Interest
- Resume
- Include a brief paragraph on why you are interested in the role
- Please include two references

*Note: A criminal record check will be completed on the successful candidate.*

*MPNH is a non-profit, community based organization located in East Vancouver and is a part of the Association of Neighbourhood Houses of BC. We are an equal opportunity employer. For more information on MPNH please visit [www.mpnh.org](http://www.mpnh.org)*

