
Job Posting: Senior Coordinator, Policy Research and Civic Engagement (Food Team) – Halifax**About the Our Food Project**

The Food Action Committee project *Our Food: Reconnecting Food and Community* is seeking a full-time **Senior Coordinator** for the Halifax office for a three year position.

The overarching goal of the Our Food Project is to strengthen communities' relationship to food by helping to build 'positive food environments'. These are the physical and social spaces that help to normalize healthy eating by making it easier to grow, sell, and eat good food. We work at the individual, community and systemic level to increase the availability of nutritious food as well as our access to it, and actively involve citizens in the development of more localized food systems.

This position is one of two project co-leads of a highly collaborative 7 person team. Co-leads are responsible for management of the current project, long term planning of the work, fundraising and partnership building. Additionally, this position is the lead on the Policy Research and Civic Engagement work of the project, and responsible for fulfilling certain policy related deliverables. These deliverables include but are not limited to: development and implementation of a policy mentorship series; conducting policy research; and collaborating with partners to effect policy change related to community food security.

The position will support and be supported by the rest of the project staff, based in Halifax, Cumberland County, Cape Breton and sister project in New Brunswick. The position reports to the EAC's staff directors.

The Senior Coordinator, Policy Research and Civic Engagement (Food Team) duties include:

- Co-leading strategic oversight, human resources, partnership development, budget management, ensuring that project deliverables are being met, supporting other team members in project challenges for the Our Food Project;
- Providing leadership on fundraising and new program development;
- Collaborating with Our Food Project staff and regional networks to identify and contribute to policy change efforts at the local level;
- Developing and delivering the Food Policy Mentorship series, including facilitation of a one-day policy lab;
- Conducting research on food policy issues, writing briefing notes and backgrounders, writing submissions to public consultations;
- Collaborating with other researchers in the field of food security to strengthen food policy research;
- Providing leadership support to guide alignment and action of policy change initiatives across Nova Scotia, including coordination of networking activities, participation on policy working groups, coordinating semi-annual policy forums, and partnership development;

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- Supporting project communications, including, but not limited to blogging, social media, and traditional media;
 - Supporting project evaluation, data collection and reporting;
 - Supporting the work of the Food Action Committee and the Ecology Action Centre;
 - Other duties as required.

Required skills and experience:

- At least 3 years of project management experience, including but not limited to managing a project budget, ensuring deliverables are met, project reporting, fostering coordination amongst team members;
- At least 3 years of experience managing staff and volunteers;
- Proven ability to network and build partner relationships;
- Fundraising experience, including grant writing and other partnership building;
- In depth knowledge of food policy issues in Nova Scotia and experience translating this knowledge to others;
- Ability to empower, develop, motivate, and engage others in action;
- Creative problem solving skills;
- Strong organizational skills, friendly and patient;
- Strong communication skills, verbal and written including facilitation and presentation skills;
- Willingness to learn, experiment and adapt;
- Comfortable in a highly collaborative organizational structure;
- Commitment to social and environmental justice;
- Initiative, self-motivation and the ability to work independently.

Desirable skills and experience:

- Experience using developmental evaluation methods;
- Solid understanding of health equity issues;
- Experience in a non-profit environment;
- Detail oriented.

Terms of Employment

Start: February 14, 2017 (dependant on final confirmation of funding)

End: March 31, 2020

37.5 hours per week @ \$23-25/hour, based on experience

Cost-shared benefits plan and 4 weeks paid vacation per year

Hours: Monday to Friday from 9 am to 5 pm. Some evening/weekend work will be required.

Location: This position will be based at our Halifax office; however, it will require regular travel to the other project sites in Cumberland County, Cape Breton and New Brunswick.

TO APPLY

Please email a cover letter and resume (including 2 references) to Marla MacLeod, Senior Coordinator, Community Food, at foodaction@ecologyaction.ca. Please submit your application in the form of a pdf document with required elements in the following order: cover letter, resume, references.

DUE DATE: Thursday, January 19, 4pm.

We thank all applicants for their time and interest, however only short-listed applicants will be contacted.

The Ecology Action Centre is committed to employment equity and encourages applications from individuals in traditionally marginalized groups such as: racialized people, Indigenous people, lesbian, bisexual, gay, transgender and queer people, and persons with disabilities. We encourage applicants to self-identify in their cover letter or application if they are a member of a marginalized community. Diversity is a stated value of the Ecology Action Centre. Moreover, diversity in the EAC community is a strength that we seek to cultivate. It is the responsibility of every employee of EAC to foster a culture that embraces and promotes diversity.