



271 Portage Ave.
Winnipeg, MB, R3B 2A8
T: (204) 943-0822
F: (204) 943-0823
info@foodmattersmanitoba.ca

Partnerships Program Coordinator

Food Matters Manitoba is seeking a term full-time Partnerships Program Coordinator beginning as soon as possible. The Program Coordinator works with Food Matters Manitoba's programs in Northern Manitoba and Saskatchewan, as well as in Winnipeg.

Responsibilities:

- Plan community food programs, including land-based education, by consulting community partners and participating in operational work planning within the Partnerships Program.
- Assist communities and school programs with their food activities including gardening, cooking, traditional food practices, preserving and raising livestock.
- Liaise with partners to provide/coordinate logistical support for purchase and shipping of equipment and other resources, event coordination and travel.
- Create training materials/curriculum including lesson plans, presentations, factsheets and posters for partners delivering land-based education.
- Develop, facilitate and/or coordinate training opportunities that are relevant to community partner's needs.
- Develop and disseminate materials that document best practices and share stories related to community food activities.
- Identify opportunities for funding and write both funding proposals and reports.
- Support the development and implementation of evaluation activities.
- Visit program partner sites throughout northern Manitoba to identify and deliver supports for community development.

About You:

- Experience with community development and food education or production programs.
- Understanding of Indigenous food sovereignty and food security in northern Manitoba.
- Have experience developing and maintaining community partnerships.
- Excellent interpersonal, verbal, written and organizational skills.
- Self-motivated and a strong team player.
- Post-secondary education is preferred, but combination of relevant education and experience will be considered.
- Ability to speak a local Indigenous language is an asset.
- Ability to travel in Northern Manitoba as required
- A valid driver's license.

The successful applicant will complete a criminal record check and child abuse registry check.

Work week: 37.5 hours

Term period: February-March 31, 2019, with potential for extension to March 31, 2020 pending funding confirmation

Starting salary: \$35,100 - \$39,000 (\$18 - \$20 / hour)

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Thank you for your interest. Only candidates to be interviewed will be contacted. Those interested in applying for this position are invited to forward their resume and cover letter by email to info@foodmattersmanitoba.ca (Subject Line: Partnerships Program Coordinator) by the end of the day **February 8, 2019**.

Food Matters Manitoba strives to be a safe and accessible workplace that celebrates diversity and represents the community that we live and work in. We encourage individuals from traditionally socially excluded groups to apply for the position.