



Oliver Food Action Coordinator Town of Oliver

Job Title:	Food Action Coordinator
Project Funding:	Interior Health (CFAI), Town of Oliver
Hours:	16 to 32 hours per week April 15/2018 – March 31, 2019 Hours may vary with the seasons and are project specific. Please note: There may be room for an extension pending funding.

Job Description:

The Food Action Coordinator will focus on supporting and expanding the food action initiatives and priorities identified in the Food Secure Oliver Plan to further food security work in Oliver and surrounding area. This is a contract position.

Reports to:

The Coordinator will work under the guidance and direction of the funding partners (Town of Oliver and Interior Health Authority) and will report to the funding partners for all administrative, financial purposes, priorities and goal setting. The Coordinator will complete a brief biweekly summary of progress and present progress at the Food Action Advisory Committee monthly meetings.

Key Responsibilities and Duties:

- Coordinate action planning and implementation of the objectives and strategies outlined in the Food Secure Oliver Plan <http://www.oliver.ca/food-secure-oliver> to increase food security in Oliver and surrounding area:
 - Objective 1: Increase the Visibility and Practice of Growing Food
 - Objective 2: Create, Connect, and Celebrate a Diverse Community Food Culture
 - Objective 3: Link Local Food to Local People
 - Objective 4: Protect Natural Assets that Enable Food Production, Foraging, Hunting, and Fishing
 - Objective 5: Develop and Expand Personal and Professional Food Skills
 - Objective 6: Increase Leadership, Coordination, and Collaboration Capacity
- Advocate for policy development and support further development and promotion of Food Action projects.
- Encourage community linkages, participation and the strengthening of partnerships.
- Ensure that all projects developed and implemented reflect the priorities and strategies of the Food Secure Oliver Plan and have a reasonable expectation of success and sustainability.
- Represent the Food Action Advisory Committee in all approved communications and

media involving Food Secure Oliver projects.

- Attend Town Council meetings when needed to represent the Food Action Advisory Committee for communication and collaboration purposes.
- Implementation of the long-term sustainability plan and monitoring, including a communications strategy, innovative partnerships, and sustainable funding.
- Document all activities and efforts and submit monthly reports to the Food Action Advisory Committee.

Job Skills and Abilities:

- Post-secondary education in Planning, Community Development or other Human Service related fields with two years demonstrated experience in dealing with community projects or organizations; or a combination of related education, skills and experience.
- Demonstrated knowledge of community development principles, social determinants of health, food security issues, community collaboration, planning and evaluation.
- Demonstrated experience working with volunteer committees, including working cooperatively with internal and external stakeholders.
- Experience or training in agriculture, food production or agriculture policies would be considered an asset.
- Experience with Grant Writing would be an asset
- Strong written communication and interpersonal skills are required.
- Office capabilities with varied software and computer capabilities are required.

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