



**Richmond
Food
Security
Society**

Job Posting - Program Coordinator

Richmond Food Security Society (RFSS) is growing a robust local food system through advocacy, education, and initiatives aimed at fighting hunger and increasing food production in Richmond. We are seeking a food savvy, knowledgeable, personable, organized and passionate coordinator to coordinate and implement programs, events and research initiatives.

RFSS community programs engage Richmond citizens in community gardening, seed saving, fruit growing and recovery, cooking healthy meals, youth leadership and more. This position is for someone with experience designing and running programs with youth and coordinating events.

Ongoing Responsibilities

- coordinate the Stir It Up Youth Community Kitchen
 - work with community partners to recruit youth at risk
 - plan and facilitate bi-weekly cooking sessions with youth
 - ensure Food Safe principles are followed
- coordinate the GetRooted! Youth Leadership Program
 - design and implement program elements to meet defined objectives
 - recruit and mentor youth through the program
- coordinate World Food Day, a public event, and attend other events
- communicate about projects and programs through science media channels, social media, website, print, traditional media and other channels
- liaise with a wide range of stakeholders including city staff and officials, community centres, non-profits and partners to extend food security initiatives
- keep organized and thorough operational records of program data, results, contacts and operational details
- ensure programs and projects are implemented using best practices to a high standard and evaluated appropriately
- recruit, train and coordinate volunteers to extend and enhance program goals and reach
- other duties as required

Benefits

- work with a passionate team committed to environmental and health aspects of food security
- work with stakeholders and clients, utilizing strong communication and conflict resolution skills

January 2016



Richmond Food Security Society

- develop strong oral and written communications skills including report writing, both in text and visual formats.

Requirements

- Post secondary degree or diploma in a relevant field, such as Global issues, Environmental Geography, Land and Food Systems or other food and social justice specialty
- extensive cooking experience
- reliable, with excellent oral and written communication and interpersonal skills
- ability to work flexible hours
- thorough knowledge of food security, including urban agriculture, food gardening, cooking, poverty response, health, and sustainability
- demonstrated experience leading youth programs
- able to work independently and as part of a team
- Have or ability to get:
 - criminal record check with vulnerable sector search
 - Foodsafe Level 1
 - Emergency First Aid
 - BC Drivers licence
- reliable and flexible access to a vehicle and other forms of transportation
- tech savvy, and proficient in word-processing, databases, email, and graphic design

Location

This position will be based primarily out of the RFSS office in Terra Nova Rural Farm Park, Richmond, BC. Travel around Richmond will be required for meetings, programs and events.

Role details

Application deadline: January 22, 2016

Start Date: February, 2016 (exact date to be determined)

Pay: \$16/ hour

Hours: full time, 35 hours per week

Application Details

In order to apply, email Anita Georgy, Executive Director at director@richmondfoodsecurity.org

Please:

- use the subject line 'Program Coordinator'
- send one pdf file containing both your cover letter and resume

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- use the file name 'Program Coordinator First Name Last Name'

We thank all applicants for their interest but only those receiving an interview will be contacted.