



Opening date: Friday, October 20, 2017

Closing date: Friday, November 3, 2017, 12pm PST

**Contact:**

Adrienne de Candole, Communications Coordinator

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250-571-0202

**Kamloops Food Policy Council Contractor Posting:  
Communications & Administration Coordinator**

Wage: The contract is for \$6021.00 (includes GST), at an hourly rate of \$27/hour

Job Type: Part-time, about 12 hours/week

Start Date: Monday, November 13, 2017

Location: Mt Paul Food Centre and Home Office (if available)

**TIMELINE**

The contract runs from November 13, 2017 to March 31, 2018.

**KFPC DESCRIPTION & MISSION**

The Kamloops Food Policy Council (KFPC) is a registered charity that has existed for over 20 years, and has done groundbreaking work in food security in Kamloops, BC.

The mission of the KFPC is to be an open, welcoming network that fosters and strengthens the Kamloops region community food system by working collaboratively to influence policy, share knowledge, stimulate dialogue, catalyze action, and initiate project partnerships.

**LEADERSHIP STRUCTURE**

As an alternative to a single Executive Director position, the KFPC has a *collaborative leadership model* which capitalizes on the expertise within our organization. This model mirrors the flexible and nimble structure of our network, and furthermore, it helps to create shared knowledge, diversity of knowledge, and increased resiliency.

Bonnie Klohn and Sandra Frangiadakis are the other two members of this collaborative leadership structure, each having specific job descriptions. The Communications Coordinator will be a part of this flat level structure, working closely with Bonnie and Sandra to complete the work.

### **WORK STRUCTURE**

The KFPC has an office in the Mount Paul Food Centre, and the Coordinator would be required to work out of the office at least one day a week. You are more than welcome to work from home, and come to the office to do any printing or host meetings. The staff typically meet once a week for 1-1.5 hours, to discuss upcoming opportunities and coordinate work tasks.

### **ROLE DESCRIPTION**

- Coordinate monthly communication needs for staff, develop monthly work plan including blog posts, social media, newsletter contents, and upcoming events
- Implement the newly developed Content Development Strategy
- Create and distribute monthly newsletter
- Regularly update website with minutes, agendas, and stories
- Develop stories (ongoing) and report on events the KFPC is involved with
- Managing photos and ensuring there is a visual record of events the KFPC attends
- Post meeting agendas and minutes on website and Facebook
- Develop agendas for networking and board meetings with KFPC Board Chair and staff
- Take or edit minutes from networking and board meetings, work with KFPC Board Chair to finalize them
- Work with KFPC Board Chair and board to develop governance policies

An interest and involvement in local food systems and food security is an asset. Education and/or experience in communications is required. *As an inclusive employer, we encourage people of all ethnicities to apply.*