



Job Posting - Communications and Administration Lead

The Kamloops Food Policy Council is looking to add a Communications and Administration Lead to our team. This is a permanent part-time (10 - 20 hours per week, dependent on funding). Salary is dependent on experience and qualifications.

Job Summary:

The Communications and Administration Lead works within the Kamloops Food Policy Council's *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. The Communications and Administration Lead works collaboratively with Board directors, other KFPC employees and contracted project leads. The Communications and Administration Lead provides consistency and credibility for the organization by delivering core operational functions and acting as a key facilitator for our grassroots network.

Key Duties and Responsibilities:

- Coordinating communications strategy for KFPC's membership and the broader public, including tasks such as preparing emails, newsletters, website blog and event posts, and managing social media, photos and other visual media;
- Liaising with web developers, designers, printers or other vendors as needed;
- Coordinating and attending (as needed) monthly Network meetings and Annual General Meeting;
- Coordinating and attending Board meetings, including preparing monthly Board agendas and minutes;
- Compiling monthly staff/contractor report and annual report;
- Liaising with the bookkeeper and accountant to prepare monthly and annual financial statements, annual reporting requirements (e.g. Societies Act, charitable status, taxes/GST), payroll for employees, payments to contractors, and organization expenses and reimbursements;
- Facilitating budget approval with the Board;
- Preparing HR documents such as job descriptions, RFQs, employee agreements and professional services contracts; on-board new employees and contractors.

Additional Duties and Responsibilities:

In consultation with the Board Chair, the following duties and responsibilities may also be required.

- Representing the KFPC by attending and/or facilitating meetings, workshops, and presentations;
- Assessing and implementing fundraising plan according to organizational priorities and needs;
- Working collaboratively to prepare grant applications and complete grant reporting.

Skills and Qualifications:

- Education in a related field (e.g. communications, community development, leadership) or an equivalent combination of education and experience
- Project management skills and experience
- Strong communications skills
- Demonstrated leadership and teamwork skills
- Organized, self-directed and resourceful
- Passionate about building a food system that is regenerative, sovereign and just
- Preference may be given to candidates with book-keeping experience

Please submit a cover letter and resume to: info@kamloopsfoodpolicycouncil.com.

Applications will be accepted until Monday July 13, 2020.