



Job Posting - Communications Coordinator

Full-time, 30 hours per week

12-month term

Start date: As early as February 1st or when position filled

Coordinator Pay Level 1: \$23.92 per hour

Organization Details:

The Kamloops Food Policy Council is on the traditional, unceded territory of the Secwepemc people. It is the longest-standing independent food policy council in Canada and strives toward achieving a local food system which is regenerative, sovereign, and just.

The Kamloops Food Policy Council values diversity and is committed to providing an inclusive work environment. We are looking for qualified individuals at all job levels who represent the diversity of the people participating in the food system. We encourage applications from Indigenous peoples, individuals of all genders and sexual orientations, origin and ethnic affiliations, abilities, ages, and religions.

The Kamloops Food Policy Council is looking for an individual to support our organization with communications, marketing, and event coordination. This is a 12-month contract that will require 30 hours worked per week.

Who you are:

- **You're a competent and capable leader who wants to use your skills to help our organization make tangible differences in the community.**
- **You want to live in a community where everyone has access to healthy food, our grocery shelves aren't emptied when disasters arise, our land and water are protected, and we celebrate the joy of eating together.**
- **You are a creative, self-motivated and entrepreneurial individual who demonstrates initiative and thrives in both independent and collaborative settings.**

Job Summary:

The Communications Coordinator is responsible for leading the work to create a connection between the Kamloops Food Policy Council (KFPC) and the Kamloops community. The KFPC is a decentralized network of services and infrastructure, with its head office and food hub, "The Stir", located at 185 Royal Ave. The coordinator will lead external communications for the organization, and the operations of the public community spaces at The Stir. This work will involve event planning and coordination, communications and social media support, and collaborative work with other members of the KFPC team and community partners to create a welcoming community space that supports transformative change in the regional food system.



The coordinator 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 coordinator works collaboratively with Board directors, other KFPC employees and contracted project leads.

Key Duties and Responsibilities:

- Coordinating KFPC social media pages and other external communications, including:
 - Co/Managing social media channels for the KFPC and The Stir
 - Creating press releases and distributing promotional materials
 - Writing and coordinating regular community media contributions
 - Supporting and Disseminating Emergency Community Food Resources
 - Supporting/managing the maintenance of the KFPC and Stir websites;
 - Supporting/managing communications for community partnerships on an as needed basis;
- Planning and/or supporting the coordination of events, including creating rental contracts, creating event rental opportunities, orientating renters to the event spaces, helping to plan and run pop-up events and workshops, and assisting with community engagement opportunities;
- Supporting photography for the KFPC, including photographing products, programming, events, and staff as needed, to be used for external communications, such as social media, websites, ads, and our annual report;
- Collaborating with Finance Lead to manage communications and event budget and day-to-day expenses;
- Collaborating with the Distribution Manager on implementation of the Stirfront; including the co-management of the KFPC's online retail platform;
- Collaborating with community partners to execute projects to further the KFPC's initiatives; and
- Assisting the Food Hub Director to operate the public community space of the food hub.

Additional Duties and Responsibilities:

The following duties and responsibilities may also be required:

- Assisting the team in maintaining a welcoming community space for community members and staff, including maintaining the seed library, people's library, parklet and pop-up event and workshop space, and supporting and advocating for the accessibility of the space;
- Performing regular cleaning duties and keeping the space tidy as needed.

Work Environment:

- This is a 12-month term position (February 1st, 2025-February 1st, 2026). Contract renewal subject to funding approval and the annual performance of the candidate;
- The position is full-time (30 hours per week) and the coordinator may work within a flexible averaging agreement;



- Office space will be provided at the KFPC office. The coordinator can engage in remote or mobile work, as long as deliverables are met. This role will require in-person tasks such as helping to organize events or engaging with the community;
- The work will take place within a highly collaborative team environment with a distributed leadership model; and
- Salary will be set according to the KFPC pay scale at the coordinator level.

Skills and Qualifications:

- Bachelor's degree or equivalent preferred
- 2-5 years relevant coordinating experience
- Technical skills: Google Suite, MailChimp, Meta Business Suite, Canva, Wordpress, and Wix
- Professional written and verbal communication skills
- Graphic design and/or photography skills an asset
- Valid BC Driver's License and clean Criminal Record check
- Excellent interpersonal and organizational skills
- Demonstrated leadership skills
- Ability to assess situations, identify problems and take initiative
- Ability to work independently and with people of all ages (children, adults, seniors)
- Passionate about building a food system that is regenerative, sovereign and just.

To apply, please submit a cover letter and resume to: info@kamloopsfoodpolicycouncil.com.

***Please combine both cover letter and resume into one PDF document labeled:
Last Name, First Name***

The KFPC will begin interviewing applicants starting on January 20th, 2025.
Applications will be accepted until the position is filled.