



## North Shore Table Matters Network Coordinator

The North Shore Table Matters Network is a network of people who live, work and eat in the communities that make up Vancouver's North Shore. We bring together citizens, community organizations, local businesses, government, and schools, and undertake projects and initiatives to help grow a sustainable food system and promote food security.

Funded by Vancouver Coastal Health, the District of North Vancouver and the City of North Vancouver, this position will coordinate 2016/2017 activities in consultation with the North Shore Table Matters Steering Committee. The Network is a volunteer-driven organization, with broad representation on our steering committee from NGOs, government and community.

### Role Overview

The Coordinator role requires a skilled community development professional with strong administrative and planning skills to support the Principal Chair and Steering Committee in setting and fulfilling their 2016/2017 plan, maintaining stakeholder relations, supporting communications and providing administration for a vibrant Steering Committee. The position will be a contract until March 31, 2017 with possibility for renewal.

### Key Accountabilities

#### *Strategic Planning and Work Plan Implementation*

- *Assists with setting the strategic direction, plans and vision of the committee;*
- *Liaise with working groups*
- *Identifies funding opportunities and assists with applying for funding to undertake work;*

#### *Meeting Support*

- *Sets Table Matters Network meeting agendas*

#### *Communications*

- *Develops/maintain/use tools of communication eg. Website, facebook, twitter*
- *Ensure consistent use of branding*
- *Facilitates communication among Table Matters Network steering committee members;*

#### *Community Engagement*

- *Assists with organizing and implementing stakeholder events;*

*Other tasks relevant to this position and agreed upon by both parties*

## **Qualifications/Skills**

- Experience with strategic planning and strategic plan implementation
- Understanding of community development principles and of working with a volunteer committee
- Solid communication and interpersonal skills, including report writing and minute taking
- Website administration and social media skills
- Knowledge of and a passion for community food security and food systems
- Event planning skills an asset
- Solid analytical, problem-solving and project management skills
- Ability to work independently and as a collaborative team member
- Solid time management and organizational skills

## **Outline of the Position**

- Reports to the Principal Chair of the North Shore Table Matters Network (staff member of the Vancouver Coastal Health, North Shore Population Health Program). The funding for the position resides with the Edible Garden Project at North Shore Neighbourhood House.
- This is a part-time contract role of approximately 10 hours per week (may change with additional funding). Scheduling of hours will require some flexibility to meet the need for collaboration and planning with multiple stakeholders and related meetings.
- The salary is \$30.00 per hour as a contract, without benefits.

## **Office**

No office space is provided so an equipped home office is needed.

## **Travel**

Some travel within the North Shore and very occasionally Metro Vancouver.

## **Start date**

We hope to interview candidates in the week of May 9 and the position would start as soon the contract is in place.

## **To Apply**

Please send a resume and cover letter. Email application to: Margaret Broughton, Public Health Dietitian Population Health Team, Vancouver Coastal Health [margaret.broughton@vch.ca](mailto:margaret.broughton@vch.ca)

Closing date: Sunday, May 8, 2016

Link for your reference: [www.tablematters.ca](http://www.tablematters.ca)