



Job Opportunity

Resource Coordinator

Food First NL is a provincial, non-profit organization with a growing network of over 3,000 organizations and individuals actively engaged in improving food security across the province. Food First NL's mission is to actively promote comprehensive, community-based solutions to ensure physical and economic access to adequate and healthy food for all.

Food First was founded in 1998 in response to growing concerns of hunger and poverty in the province. Since then, Food First has grown into a hub for food security work in Newfoundland and Labrador by catalyzing and supporting community-based food security programs; increasing awareness and understanding of food security and its impacts; and increasing engagement and facilitating dialogue on food security issues across the province. Learn more about Food First NL at www.foodfirstnl.ca

In March 2016, Food First NL launched the **Healthy Eating in NL Resource Centre**, a one-stop-shop for resources to help promote and support healthy eating in Newfoundland and Labrador. The Resource Centre contains a host of resources covering everything from grocery shopping on a budget, packing healthy school lunches, to organizing a bulk buying club, and preserving food. All the resources on the Centre are carefully reviewed by a team of dietitians to ensure the information is accurate and up to date. Learn more about the site at www.healthyeatingnl.ca

We are now planning to develop a second section of the Centre – a listing of local food security and healthy eating initiatives, and are looking to hire a Coordinator to lead this development.

Job Description:

Food First NL is seeking a Resource Coordinator to lead the continued development, promotion, and evaluation of the Healthy Eating in NL Resource Centre, including the development of the local initiatives section of the Centre.

The Resource Coordinator will be responsible for:

- (1) Leading ongoing maintenance of the Healthy Eating in NL Resource Centre (www.healthyeatingnl.ca).
- (2) Leading strategic promotion of the Healthy Eating in NL Resource Centre, in collaboration with the Food First NL team.
- (3) Developing an inventory of Local Food Security and Healthy Eating Initiatives to populate the second "Local Initiatives" section of the Resource Centre.
- (4) Convening a Healthy Eating in NL Resource Centre Advisory Committee to review resources, and guide the continued development of the Centre.
- (5) Updating existing Food First NL Resources, including the Best Practices Toolkits.
- (6) Other duties as required.

Skills & Qualifications:

- Degree or diploma in a related discipline
- 2+ years practical experience in a similar role

- Strong organizational skills and experience coordinating projects and committees
- Strong ability to use design software (Adobe Creative Suite) and website management tools (Wordpress, Squarespace)
- Strong verbal and written communication skills
- Understanding of food security and food systems issues an asset
- Experience working with a non-profit organization an asset

Compensation & Benefits: Commensurate with relevant experience.

Employment Start Date: February 2018

Position Type: Full-time, Temporary (initial 6-month contract)

Location: This position will be based out of Food First NL's St. John's office

How to Apply: Please submit your resume, and cover letter as one PDF document using the following file name format "NAME Food First NL Coordinator" to Kristie Jameson, Executive Director at kristie@foodfirstnl.ca by **January 31st 2018**

While we thank all applicants for their interest in Food First NL, only those selected for an interview will be contacted.