

The New Brunswick Food Security Action Network is hiring!



The New Brunswick Food Security Action Network has an exciting employment opportunity for a dynamic individual who has strong communication skills, and experience working with organizations, individuals and communities in the areas of food security, community development, and network coordination.

About the NBFSAN

Vision of the NBFSAN:

A New Brunswick that is connected, informed and engaged in food security for all

Mission of the NBFSAN:

To provide leadership in the advancement of food security in New Brunswick through:

- Networking
- Knowledge and information sharing
- Public Relations and Building partnerships

Values:

- We value what has come before
- We educate to activate
- Our aspirations and successes are interdependent
- We value a sustainable food system
- We believe in access to food for all

Strategies:

- Create space for connections between members
- Collectively celebrate actions and efforts
- Connect individuals and organizations to information provided by the network
- Build capacity of individuals and organizations
- Share in a way that is inclusive and accessible to all
- Increase awareness of food security and food security initiatives
- Increase awareness of the Food Security Action Network
- Nurture existing partnerships and build new partnerships
- Foster collaboration amongst members

Job Summary- Provincial Manager

The Provincial Manager is responsible for the administration and coordination of the NBFSAN, while working with its Advisory Committee and within an interdisciplinary network of organizations, groups, and individuals who are supporting food security across the province of New Brunswick. In addition to ensuring network deliverables are met (see appendix A), the Provincial Manager identifies new and emerging opportunities for members and partners that support the vision, mission and strategic goals of the NBFSAN. The Provincial Manager is also responsible for supervising any contracted project staff, including the Everybody Eats Project Manager.

Job Qualifications

1. Strong skills and knowledge in network management
2. In-depth awareness and understanding of the various stakeholders in NB involved in supporting food security
3. Strong communication skills (i.e. newsletter development, website and social media management)
4. Demonstrate knowledge and experience in food security
5. Experience in group facilitation skills
6. Ability to align partners and stakeholders around key initiatives by enabling opportunities for involvement and input of all stakeholder groups
7. Experience working between committees and working groups to achieve outcomes and to foster inclusive solutions
8. Effective interpersonal relationship building skills
9. Strong verbal and written skills, English and French
10. Financial management skills
11. Experience with grant writing and reporting
12. Ability to work flexible hours and travel on a regular basis
13. Strong computer skills (Word, Outlook, Excel, Internet, Wordpress)

Contract details

Title: Provincial Manager of the New Brunswick Food Security Action Network

Posting open date: November 24th, 2016

Posting Close date: December 11th, 2016

Date Available: January 2017

Location: Negotiable

Employee class: Regular Full-Time FTE: 1.00

Hours per shift: 7 Hours per week: 35

Days off: Saturday/Sunday

Requirements: Vehicle, phone, and computer

Contract period: January 3rd, 2017 - March 31st, 2017

*The NBFSAN is funded year to year through grants from partnering government and non-government organizations. The NBFSAN currently has funding to support the deliverables of the network until the end of March 2017. Continuous funding for staff salaries is dependent on future network funding.

The deadline date for resume submissions is: December 11th, 2016

Resumes and cover letters can be emailed to:

hr@nbfsan-rasanb.ca

Please address to Human Resources Committee- NBFSAN

Address: Unit 1A – 385 Wilsey Rd, Fredericton, NB E3B 5N6

With the subject line: NBFSAN Job Posting

Questions? Email hr@nbfsan-rasanb.ca

Appendix A: Responsibilities of Provincial Manager 2017

Deliverables
<ul style="list-style-type: none">• Plan and Facilitate Network Meetings and Biennial Conference
<ul style="list-style-type: none">• Manage the NBFSAN Website and Newsletter
<ul style="list-style-type: none">• Manage NBFSAN social media (Facebook and Twitter)
<ul style="list-style-type: none">• Build and maintain productive and mutually beneficial partnerships within the NBFSAN and with external stakeholders
<ul style="list-style-type: none">• Support NBFSAN Strategic Plan and Governance
<ul style="list-style-type: none">• Support, highlight, and increase impact of Community Food Mentors
<ul style="list-style-type: none">• Support Community Food Mentor Advisory Committee
<ul style="list-style-type: none">• Support, highlight, and increase impact of Community Food Actions
<ul style="list-style-type: none">• Work with Department of Agriculture, Aquaculture, & Fisheries to support Farm to School activities in NB