



## LUSH VALLEY

### **LUSH Valley Food Action Society Communications and Healthy Foods Program Manager (CPM)**

#### **Compensation**

\$20-22/hour – 20 hours/week – 51 weeks/year.

3 months probationary period.

**Posting closes:** August 1<sup>st</sup>, 2018

**Interviews:** August 7<sup>th</sup> - 9<sup>th</sup>, 2018

**Start date:** August 13<sup>th</sup>, 2018

LUSH Valley is a Comox Valley based non-profit organization. We envision a region where healthy, local food is at the heart of community wellbeing. We work to support the Comox Valley community in gaining food-systems skills and knowledge to increase food security, self-sufficiency, and local food production across the region.

LUSH Valley is seeking a detail oriented, organized individual passionate about food systems with experience in the non-profit sector, to join our team.

#### **General Overview**

The successful candidate will lead and manage our communications, administration and healthy foods programs. The CPM will work closely with the Executive Director to ensure the smooth operations of LUSH Valley. Together, the team ensures its programs are staffed adequately, meet required deliverables, and represents the organization well within the community.

#### **Key Responsibilities**

##### **PROGRAM MANAGEMENT (45%)**

- Hire, train, support and supervise contractors to deliver healthy food programs (6-10 people)
- Work with program partners and community kitchens to ensure program spaces are booked and promoted well in advance
- Ensure evaluation and improvement of programs is ongoing
- Developed programs in line with organizational strategic and operations plans

- Register participants for programs or other events

#### **ADMINISTRATION/ OPERATIONS (20%)**

- Use computer programs, including the Microsoft Office suite and Google platforms, to carry out tasks
- Manage the organization email accounts and process general inquiries
- Answer the LUSH Valley phone (off season- low volume calls)
- Organize online and paper files
- Edit organizational documents
- Pick up mail

#### **COMMUNICATIONS (20%)**

- Lead on social media, website management, and design for outreach materials
- Development of quarterly newsletter
- Work with ED to communicate key messages to a broad audience
- Work with ED to develop and implement annual communications plan
- Support staff and contractors with communications as needed

#### **REVENUE GENERATION (15%)**

- Support the development of an annual organizational fundraising strategy
- Support grant writing and program fundraising, including invoicing for services delivered, donor campaign development, and other fundraising work as directed by ED
- Fundraising event planning
- Support the development of organizational social enterprise
- Engage and recognize donors

\* Other tasks as needed and delegated by the Executive Director

#### **Skills and Abilities**

- Strong attention to detail and ability to create administrative and other systems that streamline the organizational workload
- Ability to develop budgets and manage spending of multiple projects
- Understanding of program evaluation processes
- Competency creating short, medium and long-term goals and determining indicators for measuring program success
- Excellent English language written and verbal communication skills

- Strong listening skills
- Ability to support, collaborate and communicate with diverse stakeholders
- Comfortable public speaking
- Ability to manage a complex work environment and prioritize tasks
- Able to develop and utilize multiple organizational systems
- Comfortable managing dynamic, complex and changing responsibilities
- Ability to work independently and remotely with minimal supervision

### **Experience**

- Experience with non-profit programming and community engagement
- Experience in contract management
- Experience working with people from diverse backgrounds
- Skill with grant writing and funder relationships is an asset
- Proficiency in MailChimp, WordPress, social media and design platforms
- Experience designing outreach materials such as posters and brochures

### **Knowledge/Education**

- Some post-secondary education with some focus on health sciences, social development or environmental studies, or other relevant field/proven life experience of equivalent nature
- Understanding of food security, food justice, social justice and cultural contexts within BC
- Knowledge of contract negotiation

Please submit your resume and a short cover letter outlining your experience and qualifications to: [maurita@lushvalley.org](mailto:maurita@lushvalley.org) by August 1<sup>st</sup>, 2018. LUSH Valley is grateful to receive all applications. Unfortunately, we can only contact shortlisted candidates.

*\*LUSH Valley believes in diversity, employment equity and social justice. We encourage applications from all community members but would be especially interested in receiving them from Indigenous peoples, visible minorities, persons with disability, GLBTQ people, and members of marginalized communities.*