



The Public Health Association of BC is Hiring!

Manager of Community Food Development

Remote work (BC)

1.0 FTE

Overview

Reporting to the Director of Community Engagement and Food Systems, and working alongside the Project Management Office and Quality Assurance Manager, the Manager of Community Food Development will be responsible for leading a team to plan, implement, monitor and evaluate community food development projects across the province of British Columbia. These projects include but are not limited to the Resilient BC project, Capturing the Voices of Underrepresented End-User Experiences project, Northern BC Networking and Capacity Building Initiative, and Can You Dig It.

Background

The [Public Health Association of BC](http://www.phabc.org) (PHABC) is a voluntary, non-profit charity (est. 1953) that promotes and protects public health by actively working to advance the development and implementation of healthy public policy, by encouraging and facilitating research that supports public health and cooperating regionally, nationally and internationally with partner organizations. Its national linkages enable the PHABC to participate in dialogue and action on matters of interest across Canada. The PHABC has a long track record of fiscal and administrative stability and considerable experience with community development, continuing education, initiatives addressing the determinants of health and project planning, implementation, assessment and evaluation. PHABC has partnered with the federal and provincial governments to carry out significant knowledge development and exchange projects.

Key Accountabilities/Responsibilities

- Manage community engagement, data collection and analysis, knowledge translation and evaluation components of community food development projects.
- Lead a team to coordinate project activities, while ensuring adherence to timelines, deliverables, and budgets.
- Provide supervision, guidance, training, and mentorship to the project team.
- Monitor project progress and provide regular updates to internal and external stakeholders.
- Identify and mitigate risks and challenges with a specific focus on the sensitive nature of complex projects.
- Facilitate focus groups, community dialogues and discussions with diverse stakeholders.
- Collaborate with internal teams, external partners, and stakeholders to ensure successful project execution.
- Ensure ethical considerations and protocols are followed during data collection.

- Work with project team to collect and analyze data using qualitative and quantitative methods and identify key themes and trends.
- Collaborate with internal and external stakeholders to develop policy and program/ service recommendations based upon project findings.
- Prepare regular progress reports, summaries of key findings, and presentations for internal and external audiences.
- Compile comprehensive reports outlining key findings, recommendations, and actionable insights.
- Ensure accuracy and integrity of data collection and documentation.

Qualifications & Required Skills

- A master's or doctoral degree in a relevant field such as public health, nutrition, social sciences, or a related discipline or an equivalent combination of education and experience.
- Preferred minimum of 3 years of experience managing projects that have a combination of community engagement, qualitative and quantitative research and evaluation components.
- Understanding of food access, food banks, end-user experiences of food access programs, community gardens and current issues regarding food supply disruption challenges in BC.
- Exceptional written and oral communications skills with the ability to articulate ideas, present information and engage effectively with team members and stakeholders.
- Strong interpersonal skills to collaborate with cross-functioning teams and build strong professional relationships.
- Facilitation skills to meaningfully engage community groups and encourage fruitful dialogue and the sharing of experiences, ideas and perspectives.
- Proficient with the following software platforms: MS Office (Word, Excel, PowerPoint, Project, etc.), Adobe Acrobat, Zoom, survey platforms and data analysis platforms.
- Strong organizational and project management skills to proficiently handle multiple priorities and ensure effective and efficient task management.
- Demonstrated ability to work independently and manage a team.
- Leadership style and work ethic that promotes collaboration, inclusivity, creativity, open communication as well as independent decision-making.
- Possess awareness of systemic inequities and the ways in which they intersect with food access and public health.
- The ability to manage risks associated with complex projects that are provincial in scope.
- Ability to travel and/or support team members traveling, which may require occasional availability on evenings and weekends.

Job Details

This is a **1.0 FTE position**, valued **40** hours per week at a rate of **\$36.32 per hour** and including three (3) week's paid vacation. The selected candidate will be offered permanent employment/an employment contract including extended health & dental benefits, sick/personal/birthday leave, a personal phone/internet allowance, following a successful probationary period of ninety (90) days.

- Remote work with occasional travel for in-person meetings or engagements.
- Must be a resident of BC on position start date.

- Flexible work hours
- Laptop and all software are provided.
- \$50 monthly stipend provided for phone/internet.

To Apply

Please submit a resume and a cover letter detailing why you would be the ideal candidate for the position to **Rebekah Erickson**, Project Management Office and Quality Assurance Manager at rebekah.erickson@phabc.org by **September 17th, 2023 at 12 PM**. Please include “*Manager of Community Food Development Job Posting*” in your email subject line.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

PHABC is an equal opportunity organization and all qualified applicants will receive consideration for this position without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.