



The Public Health Association of BC is Hiring!

Regional Coordinator, Northern BC Ideas Lab for Food Systems Transformation (up to 2 positions available)

Location: Northern BC (remote with occasional travel), stable internet access required

Employment Type: Contract part-time

Hourly rate: \$30-32 per hour, commensurate with experience

Contract term: 18 months, 10-20 hours per week

Application closing date: July 18, 2024 at 5:00pm PT

Employment start date: August, 2024

Overview

The Public Health Association of BC is launching an Ideas Lab for Food Systems Transformation in Northern BC. This program aims to bring together multi-sectoral food advocates and champions to establish collaborative, innovative projects to improve food security in the region.

We are seeking up to two Regional Coordinators to join our team and work alongside the Manager of Community Food Development and the Project Management Office and Quality Assurance Manager. The Regional Coordinators will play a crucial role in engaging with food security stakeholders, co-facilitating Ideas Lab activities, coordinating meetings, and supporting innovative community-led food security projects with administration, project management, tracking, and evaluation.

This is a part-time remote position with the majority of meetings taking place virtually. Occasional travel is required for in-person engagements. Strong preference will be given to candidates currently residing in Northern BC. However, candidates who demonstrate significant pre-existing relationships with community partners and previous lived experience in Northern BC will also be considered. View [this map](#) to determine the regional boundaries for Northern BC and location eligibility.

About the Project

The Ideas Lab for Food Systems Transformation aims to establish collaborative projects among multi-sectoral food stakeholders across Northern BC. Public Health Association of BC (PHABC) and Food Banks BC (FBBC) have partnered to host this program, with support from the BC Government and the Ministry of Social Development and Poverty Reduction. The Ideas Lab boosts connection, alignment, and innovation for regional food security solutions. Project groups will work together over 16-months to co-develop and propose innovative, community-driven solutions for redesigning regional food systems to be more equitable and resilient. The

Ideas Lab program will facilitate the development and coordination of these projects, provide education and skill-building related to food systems innovation and transformation, and provide seed funding to selected projects. Learn more about the program here:

<https://phabc.org/ideas-lab/>

About PHABC

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.

PHABC champions and supports a number of community food development activities including the [Coalition for Healthy School Food](#), [Resilient North Project](#), [Community Garden Roots](#), [Community Food Systems Development Project](#), [Rapid Stimulus Grant](#), [Farm to School BC \(F2SBC\)](#), and more. Learn more about PHABC's projects and priorities [here](#).

Key Accountabilities/Responsibilities

- Coordinate and schedule virtual Ideas Lab meetings and in-person engagements.
- Engage Ideas Lab participants and share relevant resources, tools and information through various channels, including the online platform Place Speak.
- Co-facilitate Ideas Lab meetings, presentations, and group discussions, fostering participant engagement and inclusion.
- Support the development and delivery of educational curriculum and materials to foster skill-building for food systems innovation and transformation.
- Co-facilitate an equity-centred design thinking process to guide participants in ideating, prototyping, and testing innovative solutions to improve food access and create more equitable and resilient food systems.
- Provide support and coordination for community-led food security projects, including in the development of proposals, implementation of projects, and reporting of outcomes.
- Assist project groups in administration, note-taking, project tracking, monitoring, and evaluation.
- Gather feedback and input from participants to improve Ideas Lab processes and outcomes, ensuring they are community-driven.
- Assist in planning and executing 2-3 in-person events, including coordinating logistics such as participant communication, venue arrangements, gathering materials, etc.

- Facilitate knowledge translation/mobilization activities to increase the impact of project outcomes and promote shared learning.

Qualifications & Required Skills

- Knowledge of food systems, food security, and related challenges in Northern BC.
- Experience in program coordination and stakeholder engagement.
- Ability to facilitate group discussions and collaborative processes.
- Strong interpersonal, relationship-building, and communication skills (both written and oral).
- Organizational skills and attention to detail.
- Passion for community development and food security.
- Familiarity with online engagement platforms (e.g., Zoom, Miro, Survey Monkey, etc.).
- Experience in knowledge translation/mobilization.
- Proficiency in Microsoft Word, PowerPoint, and Excel.
- Self-motivated and able to work from home with stable internet access.
- The selected candidate must be willing and able to travel to different locations in northern BC, as needed.

Assets:

- Familiarity with food security advocates and champions in Northern BC.
- Familiarity with design thinking processes.
- Background in community organizing.
- Understanding of justice, equity, diversity and inclusion principles and how they pertain to food system inequities.
- Knowledge of Indigenous food sovereignty and food justice.
- Experience developing curriculum and delivering educational workshops/trainings.
- Project management capabilities (e.g., developing proposals, creating work plans, tracking progress, reporting outcomes).
- Experience in event planning and coordination.

Compensation

This is a **temporary contract position from August, 2024 to December, 2025**, valued at 10-20 hours per week at a rate of **\$30-32 per hour**.

To Apply

Please submit a resume and a cover letter detailing why you would be the ideal candidate for the position to **Rebekah Erickson, PMO and Quality Assurance Manager** at **pmoqa.manager@phabc.org** by **July 18, 2024 at 5:00 PM PT**. Please include *Ideas Lab Regional Coordinator Job Posting* in your email subject line.

Short-listed candidates will be asked to provide up to three references and will be notified for interview the week of July 22nd, 2024. All interviews will be conducted via Zoom. The anticipated start date for this position is early- to mid-August, 2024.

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.