



Division of Community Engagement and Food Systems

Public Health Association of British Columbia

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www.phabc.org

The Public Health Association of BC is Now Hiring!

Position title: Manager of Community Food Development

Location: Remote in BC

Employment Type: Full Time

Annual Salary: \$76,000-85,000 commensurate with experience

Contract term: 14 months with possibility of extension

Application closing date: Dec 16, 2024 at 11:59pm PT

Employment start date: Jan 2, 2025

Overview

The Public Health Association of BC is seeking a Manager of Community Food Development, responsible for leading a team to plan, implement, monitor, and evaluate community food development projects across the province of British Columbia. We are looking for an action-oriented community builder, with experience in food security, food systems, and community-based action. The key programs managed by this role include (but are not limited to) [Community Garden Roots](#), the [Rapid Stimulus Grant](#), the [Ideas Lab](#), and the Large Scale Innovation Pilots for Food Systems Transformation in Northern BC.

The Manager of Community Food Development will be responsible for managing relationships with stakeholders including non-profit and governmental partners, community leaders, Indigenous communities, and more. This is a full-time contract position, with possibility for extension and expansion of responsibilities pending future funding. These projects are explorations into transformative food systems, and we are looking for an adaptable and driven leader to steward these ground-breaking projects forward.

About PHABC

The Public Health Association of BC is a voluntary, non-profit, non-government, member-driven organization that provides leadership to promote health, well-being and social equity. We fulfill our mission through advocacy, collaboration, education and research and do this work through the spectrum of public health practice; including prevention, promotion, protection and policy.

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

Key Accountabilities & Responsibilities:

The Manager of Community Food Development will be responsible for managing the team to deliver project milestones on time and budget, while representing the projects to external stakeholders and partners, and maintaining relationships with community members. Key tasks include:

- 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.
- Build relationships with community members, to steward their vision of food systems transformation while maintaining accountability to project KPI's and deliverables.
- 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 and documentation.
- Compile comprehensive reports outlining key findings, recommendations, and actionable insights.

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 programs, end-user experiences of food access programs, Indigenous food sovereignty, community gardens and current issues regarding food supply disruption challenges in BC, particularly in rural, remote, and Indigenous communities.

- 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, which may require occasional availability on evenings and weekends.

Assets

- Lived experience or familiarity with Northern BC communities
- Cultural awareness, particularly surrounding Indigenous food sovereignty and self-determination
- Ability to manage budgets

Job Details

This is a **1.0 FTE position**, valued at **40 hours** per week, including **three (3)** week's paid vacation. The selected candidate will be offered employment 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.
- Flexible work hours
- Laptop and all software are provided.
- \$50 monthly stipend provided for phone/internet

To Apply

Submit your resume and cover letter to Richard Han, Director of Community Engagement and Food Systems at director.cefs@phabc.org. **Application Deadline: Dec 16, 2024 at 11:59pm.**

Short-listed candidates will be asked to provide up to three references and will be asked to interview on Dec 19 2024. All interviews will be conducted via zoom. The anticipated start date for this position is January 2, 2025.

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.