



## Local Food & Farm Co-operatives

[www.localfoodandfarm.coop](http://www.localfoodandfarm.coop) | [info@localfoodandfarm.coop](mailto:info@localfoodandfarm.coop)

### **Northern Foodways Development Coordinator**

**Position:** Contract (Remote)

**Location:** Must reside within Northern Ontario

#### **About**

The Northern Foodways Development Coordinator (NFDN) will work collaboratively with LFFC partners to strengthen the regional food system and develop value chain coordination in Northern Ontario through these existing and new connections. These will include exciting new initiatives for infrastructure (i.e. food hub and online marketing through public health units and regional distributors; new aggregated buying through food co-ops or collectives; education and facilitation to increase local food procurement and access in northern Ontario).

#### **About LFFC**

The Local Food and Farm Co-ops network (LFFC) is a nonprofit cooperative. We provide training, online and in-person capacity-building, mentorship and coordination of peer-to-peer support to coops and social enterprises across Ontario. Our Mission is to foster vibrant, resilient, connected and sustainable food and farm co-operatives. Our goal is to innovate and co-create an environment where LFFC contractors can do the best work of their careers. We're bolder and more brilliant together.

#### **Key Duties**

- Work closely with LFFC Regional Coordinators and the Project Manager
- Work closely with NFDN Steering Committee
- Regular meetings, planning and discussion with the LFFC team
- Create and provide mentoring, training materials and advice to NFDN members and Northern Ontario community leaders
- Coordination of NFDN events, meetings, and administrative tasks as required (following public health recommendations during the COVID-19 pandemic)
- Seek and form good relations between NFDN and First Nations communities to support local food systems, food access, distribution, and self-determination

- Primary and secondary research and analysis
- Reporting for a variety of audiences
- Support for events in which LFFC is a partner
- Promotion of the NFDN network, activities and associated programs

## **Skills & Qualifications**

- **Due to funding parameters, candidates must be current residents of Northern Ontario**
- Knowledge of Ontario's local food and farm sector
- Experience with supply chain management and value chain coordination
- Experience with co-ops, nonprofits and social enterprises
- Proven ability to engage in matters that require sensitivity, discretion and empathy across a diverse community
- Comfortable with presenting and communicating ideas clearly at all levels of the organization internally and externally with representing the NFDN and the LFFC strategy
- Work well with supervisors, stakeholders and the public, embodying patience, tolerance and consideration
- Ability to hold a balanced perspective and remain neutral; an ability to remove self from the conversation
- Ability to be an advocate for NFDN and challenge leadership when required with tact and respect
- Proficient in Google Workspace management
- Exceptional organization, time-management and prioritization skills
- Event coordination experience
- Financial reporting experience
- Experience with funder reporting and claims
- Strong ability to work independently
- Willingness and means to travel throughout Ontario (following recommendations from public health officials regarding safer travel practices during the COVID-19 pandemic)
- Experience with Indigenous communities (preferred)

## **Share Our Values**

- Honour Truth & Reconciliation
- Prioritize place-based solutions that are fair, just and democratic
- Stand in solidarity and compassion

- Lead & empower food practitioners

## Remuneration & Contract Details

**Wage:** \$4490 per month, billed monthly

**Hours:** Approximately 32 hours per week

**Location:** Remote, with travel throughout Northern Ontario

**Duration:** February 20th , 2023 - December 30th, 2023 with possibility to renew

## Application Details

**Deadline to Apply:** February 8th, 2023 at 11:59pm

**Interview Dates:** Feb 13th - 17th, 2023 (to be held by video conference)

Please submit your proposal in one (1) PDF document to:

jen@localfoodandfarm.coop (Attn: Hiring Committee)

## Content of Proposal

- Description of experience in the local food and farm sector
- Description of work experience in co-ops or non-profits
- Examples of other contracts or projects related to the local food and farm sector
- A CV, Resume, or Organizational profile, as applicable
- Area of residence or operations
- Eligibility and Guidelines

## Eligibility and Guidelines

This contract is pending funding approval. It is open to anyone with expertise in project or community development in the Ontario food and farming sector. As a remote and independent worker, this Coordinator will provide their own office space and equipment and be resident in or operate from the northern Ontario area.

LFFC is an equal-opportunity employer committed to representation and inclusion. We strongly encourage applications from all backgrounds, including underrepresented groups in the food, farming and co-operative sectors such as BIPOC, 2SLGBTQ+, youth and those with lived experience, including cultural backgrounds and languages representative of our nation's complex history. LFFC values and honors the lived experience candidates may bring to this position.

Please feel free to highlight these attributes mentioned above in your application and/or interview process. We do not discriminate based on sex, gender, race, ethnicity, class, religion, or sexual orientation.

**LFFC thanks all candidates for their applications. Only those candidates selected for an interview will be contacted.**