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Food Hub Coordinator

Closing Date: June 16, 2023

Type of Employment: Contract (6-month contract with possibility of extension)

Job Description:

The Food Hub Coordinator is part of a collaborative project of LFFC, NFDN and 807 Co-operative. The Food Hub Coordinator plays a pivotal role in coordinating and managing the operations of the 807 Food Co-operative and the food hub, which serves as a central facility connecting local farmers, producers, distributors, consumers, and other buyers. The Food Hub Coordinator is responsible for overseeing the day-to-day activities, facilitating communication and collaboration, and ensuring the smooth functioning of the co-operative and food hub. This role requires strong organizational, communication, and interpersonal skills and a deep understanding of local food systems and sustainable agriculture.

Key Responsibilities:

Food Hub Operations

- Coordinate and manage the day-to-day operations of the food hub, ensuring efficient and smooth functioning.
- Oversee local food products' receiving, storage, and distribution within the hub.
- Maintain inventory control systems and monitor product quality, freshness, and safety.
- Collaborate with food producers and suppliers to ensure timely delivery of products and resolve any logistical issues.

Stakeholder Engagement

- Develop and maintain relationships with local farmers, food producers, distributors, and buyers.
- Facilitate communication and collaboration among stakeholders to enhance value chain coordination.
- Provide guidance and support to producers on meeting quality standards, certifications, and regulatory requirements.
- Conduct regular meetings, workshops, and training sessions to build capacity and strengthen partnerships within the food hub network.

Marketing & Promotion

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- Develop marketing strategies and initiatives to promote the food hub and increase its visibility.
- Collaborate with local media, community organizations, and stakeholders to generate awareness and support for the hub.
- Create marketing materials, such as brochures, newsletters, and social media content, to showcase the products and benefits of the food hub.
- Participate in community events, farmers' markets, and trade shows to promote the food hub and connect with potential customers.

Customer Relations

- Build and maintain relationships with local restaurants, institutions, retailers, and individual consumers.
- Address customer inquiries, concerns, and feedback promptly and professionally.
- Collaborate with customers to understand their needs and preferences, and ensure the availability of desired products.
- Identify opportunities for expanding the customer base and develop strategies to attract new customers to the food hub.

Data Management and Reporting

- Maintain accurate records and databases related to product inventory, sales, and customer information.
- Generate regular reports on food hub activities, including sales, product movement, and customer trends.
- Analyze data to identify opportunities for process improvement, cost reduction, and increased efficiency.
- Share reports and insights with stakeholders to facilitate decision-making and enhance value chain coordination.

Skills & Qualifications:

- Bachelor's degree in agriculture, food systems, business administration, or a related field (or equivalent experience).
- Strong organizational skills with the ability to prioritize and manage multiple tasks simultaneously.
- Excellent communication and interpersonal skills to effectively engage with diverse stakeholders.
- Proficiency in data management, analysis, and reporting.
- Familiarity with marketing strategies and promotional activities.
- Knowledge of food safety regulations, certifications, and quality control standards.
- Ability to work independently and as part of a team in a fast-paced, dynamic

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environment.

- Passion for local, sustainable food and a commitment to community development.
- Interest in sustainable agriculture, local food systems, and value chain coordination principles.

Share our Values:

- Honour Truth and Reconciliation
- Prioritize place-based solutions that are fair and democratic
- Stand in solidarity and compassion
- Lead and empower food practitioners

About the Local Food and Farm Co-op

The Local Food and Farm Co-ops network (LFFC) is a nonprofit co-operative. LFFC provides training, capacity-building, mentorship to coops, social enterprises and community-led initiatives across Ontario. 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. We're dedicated to ensuring each LFFC team member feels a sense of belonging, feels safe, cared for, respected and valued for who they are, and trusts that their unique voice is heard, embraced, and meaningfully contributes to decision-making.

About the Northern Foodways Development Network

The Northern Foodways Development Network (NFDN) an initiative of LFFC to build regional synergies to foster connection, collaboration and collective impact across Northern Ontario. NFDN engages with social enterprises, co-operatives, food hubs, organizations, government and other stakeholders to work from the group up and top down. We aim to build place-based and values-based food systems that bring social, environmental and economic benefits into Northern communities through fostering collaborations and relationships, amplifying local community leadership, providing technical assistance, mentorship, and support, building awareness of alternative local food and farming systems, and identifying new innovations to build equitable, resilient and sustainable food systems.

About the 807 Food Co-operative

The 807 Food Cooperative, is a passionate group dedicated to growing Northwestern Ontario's local food system. Guided by the principles and practices of cooperation, the cooperative aims to cultivate a vibrant community that thrives on shared values. We are committed to providing access to fresh, locally-sourced, and sustainable food. By supporting our local producers, we

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actively contribute to the local economy, promote sustainable and regenerative practices, and preserve the rich traditions of farming in our region. In addition to our food offerings, we serve as an educational hub, organizing engaging workshops, cooking classes, and community events that promote food literacy and foster healthy eating habits. By fostering a sense of community, we encourage social connections and create a space for collaboration and collective decision-making.

Remuneration & Contract Details Wage:

Wage: \$20.50/hour (plus HST, if applicable) billed up to \$2,490 per month

Hours: 28 hrs/week

Duration: June 31 - December 7, 2023 with the possibility to renew

Location: Dryden

Application Details

Deadline to Apply: June 16, 2023

Please submit your proposal in one (1) pdf document to nfdn@localfoodandfarm.coop (Attn: Hiring Committee)

Content of the proposal:

- Description of experience in food hub coordination if applicable
- Description of expertise or interest in the local food and farm sector, or food system and co-ops or non-profits
- A CV, Resume, or Organizational profile, as applicable
- Area of residence or operations

Eligibility and Guidelines:

This contract is open to anyone with expertise in a project or community development in the Ontario food and farming sector. As a remote and independent worker, this Coordinator must provide office space and equipment and reside in or operate from Dryden, Ontario. LFFC, NFDN and 807 Co-operative are equal-opportunity employers committed to representation and inclusion. We strongly encourage applications from all backgrounds, including underrepresented groups in the food, farming and cooperative sectors such as BIPOC, 2SLGBTQ+, youth and those with lived experience, including cultural backgrounds and languages representative of our nation's complex history. LFFC, NFDN and 807 Co-operatives values and honours the lived experience candidates may bring to this position. Please highlight these attributes mentioned

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above in your application and interview process. We do not discriminate based on sex, gender, race, ethnicity, class, religion, or sexual orientation.