

## CENTRAL ALGOMA FOOD FOR EVERYONE - PROGRAM COORDINATOR

The Central Algoma Food for Everyone (CAFFE) project is being led by the SSM Innovation Centre (SSMIC) / Rural Agri-Innovation Network (RAIN) in partnership with North Channel Poverty Awareness Network (NCPAN) to collaborate with North Channel communities and organizations. The project aims to strengthen food security through a food processing and education pilot project that engages community members, farms and food enterprises. RAIN and the NCPAN are seeking a qualified Program Coordinator to implement the pilot project with RAIN and its partners.

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### Duties

- Establish a framework to evaluate the collaborative one-year project
- Coordinate an environmental scan of North Channel food security initiatives, farms and food processing enterprises through surveys and focus groups to identify opportunities and threats.
- Coordinate community workshops on value-added processing, food preservation and preparation.
- Compile a feasibility study for a sustainable food hub or centre, dedicated to providing food education and food processing / storage services.
- Coordinate a workshop with local farmers who are interested in transitioning from farm production to food processing
- Coordinating application(s) for continued funding

### Responsibilities

- Completing reports for funders and project partners
- Liaising with CAFFE project partners to coordinate program activities; taking meeting minutes
- Conducting program evaluation and environmental scan through surveys, focus groups
- Marketing and promotion of programs and events
- Assisting in the development of a feasibility study, which includes business / marketing plans
- Compiling curriculum and tools for training workshops

### Qualifications

- A degree or diploma in a related background such as Community Development, Agriculture, Business Administration, Marketing, or Economic Development
- Access to a vehicle and a valid Ontario drivers' license
- A background in agriculture or food would be preferred
- Experience in successful grant application writing would be an asset
- Knowledge and experience working with the rural Central Algoma community would be preferred

### Additional information

- Closing date: November 11, 2016
- Email a cover letter and resume to [careers@ssmic.com](mailto:careers@ssmic.com)
- Salary commensurate with experience; this is a one-year contract position.
- The successful candidate will work out of SSMIC and within the Central Algoma area