



**Malvern Family Resource Centre**  
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**COMMUNITY ANIMATOR & FOOD SECURITY PROGRAMS ASSISTANT**  
**Job Posting**

**Position:** Community Animator and Food Security Programs Assistant  
**Department:** Action for Neighbourhood Change

**Summary:**

The position will oversee the development and capacity building of food security related tables as well as create engagement, knowledge exchange & experiential activities.

**Administrative Responsibilities:**

- Plan, minute, facilitate and conduct follow-up from community meetings as required
- Develop and review correspondence, forms and other documents
- Co-ordinate scheduling, space booking & permits required for programs, activities and events
- Support incoming and outgoing communication to networks and tables in conjunction with department
- Purchase and ensure adequate supplies are available for all programs including equipment and other supplies with approval from the ANC Program Coordinator and Manager, Community & Family Programs and Services
- Identify additional funding opportunities
- Ensure all programs are achieving and maintaining targets as set out by funders
- Write funding and other necessary reports as required by funders
- Ensure the implementation of agency policies and procedures
- Ensure all relevant documentation/records are maintained and kept in secure location

**Community Engagement:**

- Establish and facilitate a Farmer Advisory group comprising of community members, farming/subject matter experts, partners and other stakeholders
- Coordinate the delivery of capacity building, training, and knowledge exchange sessions for farmers (i.e., crop planning, season extension, soil health, irrigation etc.)
- Connect with potential trainers and successful food social entrepreneurs to provide the group with ongoing developmental opportunities in community leadership and food entrepreneurship
- Identify, recruit and convene community leaders and experienced food animators and other community members from the neighbourhood to develop a mentoring network
- Organize volunteers to support the ongoing management of related neighbourhood projects and pilot programs
- Participate in relevant community development learning opportunities and tables

**Outreach:**

- Develop an outreach plan in consultation with Volunteer & Outreach Coordinator and ANC Program Coordinator in order to promote project goals
- Coordinate the implementation and monitoring of the outreach plan

**Project Delivery:**

- Document and share knowledge generated during projects to highlight learning and opportunities of local community-led food security interventions
- Develop administrative systems internally and support resident groups to develop their own systems
- Work with advisory group, partners, networks and ANC Program Coordinators to facilitate farmer advisory meetings and to design a sustainable model of governance
- Facilitate the engagement between the advisory group and decision-makers
- Develop and maintain effective working relationships with partners (i.e. University of Toronto Scarborough, CEED garden organizations, etc.)

**Other Responsibilities:**

- Keep current on community development and food security/urban agriculture trends and research
- Attend all meetings required by funders

**Skills, Education, Experience and other Requirements:**

- Combination of education and experience related to urban agriculture, community development or other relevant field
- Ability and availability to work flexible hours (including regular evenings and Saturdays)
- Experience with community development initiatives and direct engagement with residents
- Experience working with farmers/ food producers, residents, government representatives, service agencies and community stakeholders
- Strong understanding of inner suburban issues and familiarity with food growing practices, regulations and policies in the city
- Have familiarity with the Malvern & Morningside Heights communities and neighbourhood demographics
- Knowledge of additional languages is an asset (Tamil, Urdu, Hindi, Tagalog or other highly spoken language in the community)
- Demonstrated ability to multi-task in a fast-paced environment
- Proven organizational skills and excellent attention to detail
- Valid Driver's License with access to a vehicle an asset
- Proficient in computers and appropriate software
- Excellent oral and written communication skills
- Strong planning, organization, conflict resolution and interpersonal skills working within diversity
- Ability to work independently and as part of a team
- Criminal reference check is required
- Commitment to non-discrimination practices and an anti-oppression framework
- Assists with other duties as assigned

**Hours/Contract Length:**

This is a part-time, contract position at approximately 25 hours/week for 12 months with possibility for additional hours. Probationary period is three months.

**Accountability:**

Position will report to the ANC Program Coordinator.

**Closing Date: Friday April 13th, 2018 at 5:00pm - Please send resume and cover letter as one document with your name appearing 'First Name Last Name – Food Security Programs Assistant as the attached file name in .doc or .pdf format. No phone calls please!**

If submitting your candidacy by fax then please submit marked 'Attention: *Food Security Programs Assistant* Hiring Committee' to 416-293-1997 or by e-mail to [kthornhill@mfr.org](mailto:kthornhill@mfr.org).

***Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at [aoda@mfr.org](mailto:aoda@mfr.org) (This address is for accommodation inquiries ONLY. Resumes sent to this address will not be considered.)***