



Malvern Family Resource Centre
90 Littles Road, Scarborough, ON M1B 5E2
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Website: www.mfrc.org ★ Email: mail@mfrc.org

COMMUNITY ANIMATOR & FOOD SECURITY PROGRAMS ASSISTANT
Job Posting

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

Summary:

Under our Building Strong Neighbourhood strategy, this position will oversee the development and neighbourhood capacity building of food security related 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.) & Community Garden volunteers
- Connect with potential trainers and successful food social entrepreneurs to provide local residents and stakeholders 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 to support food security initiatives
- Network and build partnerships with local stakeholders including schools, community agencies, businesses, groceries, markets, faith institutions and others in the Malvern community
- 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 ANC Program Coordinator in order to promote project goals
- Coordinate the implementation and monitoring of the outreach plan
- Responsible for coordinating the monthly newsletter including gathering information, formatting and distribution.

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



United Way
Greater Toronto

Satellite Site: 1321 Neilson Road, Scarborough, ON, M1B 3C2 ☎416-281-1376 FAX 416-281-8898

"Strengthening Families is Our Business"

- 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. This position requires a combination of office and outdoor work (in garden/farm sites) as well as travel within the community. Weekend and evening work required.

Accountability:

Position will report to the ANC Program Coordinator.

Closing Date: Friday May 24th, 2019 at 5:00pm - Please send resume and cover letter as one document with your name appearing 'First Name Last Name – Community Animator & 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@mfrfc.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.