



April 17, 2015

## **Position: Knowledge Exchange Coordinator, Community Food Centres Canada (Toronto)**

### **Who we are:**

**Community Food Centres Canada** (CFCC) provides ideas, resources, and a proven approach to partner organizations across Canada to create responsive, financially stable Community Food Centres (CFCs) that bring people together to grow, cook, share, and advocate for good food. CFCC works with the broader food movement to build greater capacity for impact and to empower communities to work toward a healthy and fair food system.

### **Why work with us?**

CFCC was founded in 2012 to drive the development of a new approach to food in low-income communities. We believe food is a powerful community-building tool that can bring people together around shared goals, build skills and physical and mental health, and involve people in challenging the systems and policies that result in poverty and food insecurity. Building on our online knowledge hub, [The Pod Knowledge Exchange](#), we also launched our [Good Food Organizations](#) program in late 2014 as a way to more deeply support food security organizations by increasing their capacity to offer healthy and dignified food programs in their communities.

### **Who are we looking for?**

We are looking for a Knowledge Exchange Coordinator to play an important role in supporting our knowledge dissemination and exchange activities between CFCC and its partner Community Food Centres, member Good Food Organizations, and the broader community interested in learning about the best practices and issues around CFCs and other grassroots food programs. We are looking for someone to join our tight-knit, collaborative team who possesses a big picture analysis of food and poverty issues and can bring a creative, flexible, and self-starting approach to our multi-faceted projects. Our ideal candidate has a solid foundation in the world of community food programs, experience doing education and capacity-building with adult communities, and a track record in communicating on and off line in ways that excite people and encourage them to translate knowledge into action.



**community food centres**  
**CANADA** good food is just the beginning

## **Responsibilities**

- Work with Knowledge Exchange Manager to develop content and communications for the online Pod Knowledge Exchange ([www.thepod.cfccanada.ca](http://www.thepod.cfccanada.ca)) and Good Food Organizations program ([www.goodfoodorganizations.ca](http://www.goodfoodorganizations.ca)) in alignment with CFCC's overall communications strategy (e.g. blogs, member profiles, website updates, e-newsletters)
- Collaboratively implement online training and knowledge exchange events for Good Food Organizations using web conferencing software
- Curate and promote CFCC's webinar series, and prepare associated content such as written resources and blog posts
- Collaborate with CFCC staff to develop written manuals / tool kits
- Work with a team to plan and execute CFCC's annual conference for staff of Community Food Centres and Good Food Organizations

## **Qualifications**

- 2-3 years of program experience in community-based / non-profit organizations with a focus on education, capacity-building, community management, and/or knowledge exchange
- Thorough knowledge of community-based food programs and understanding of hunger/poverty/food system issues
- Demonstrated knowledge of how to use online tools to support learning, community building, and mobilization
- Experience planning and executing events
- Keen attention to detail and strong organizational abilities
- Excellent writing and communications skills
- Comfort with many of the following considered assets: Drupal, WordPress, Webex/Adobe Connect, Adobe CS, MailChimp, Google Apps, and Salesforce

**Position details:** Full-time, permanent; 37.5 hours per week

**Please email your cover letter and resume to [work@cfccanada.ca](mailto:work@cfccanada.ca) with "Knowledge Exchange Coordinator" in the subject line by Monday, May 4, 2015 at 5 pm.**

Community Food Centres Canada is committed to employment equity and encourages applicants from equity-seeking groups. Only those applicants being considered will be contacted. Thank you for your interest in CFCC.