



Interim Executive Director Job posting

Job Type: Temporary Part time

Hours per week: 30

Position Start Date: as soon as possible

Compensation: \$27.00 - \$32.00 per hour depending on qualifications and experience plus 10% after three months in lieu of benefits

Location: 602 Silica Street, Nelson BC

Deadline of Application: September 6, 2019

Apply to: hr@nelsoncfc.ca

Applicants will only be contacted if short-listed for an interview.

The Nelson Community Food Centre is hiring an interim Executive Director for a 6 month term with possibility for up to a year. The successful candidate will be a proven leader and experienced manager with a demonstrated passion for food and justice. They will be flexible and entrepreneurial, and committed to creating impact for the community. The Executive Director plans, directs, and monitors the quality and delivery of the Community Food Centre programs in a consultative, participatory and team oriented management style. The role supervises 5 direct reports.

The Nelson Community Food Centre puts food at the centre of better health, better skills, and better belonging. Through its various food programs (including meals, gardens and community kitchens) and welcoming space the Nelson CFC gives community members who are living on low incomes the opportunity to improve their physical health, make new friends and feel less isolated, and contribute to the community.

Nelson Community Food Centre (NCFC) is a proud partner of Community Food Centres Canada (CFCC), a national non-profit that builds health, belonging, and social justice in communities across Canada through the power of food. With CFCC, and other Community Food Centres across Canada, we are building a country where good food is recognized as a right, and central to health, and where everyone has the means, knowledge, and voice to access good food with dignity. Visit www.cfccanada.ca for more information.

Major Responsibilities:

1. Program Management

- a) Support staff with the planning and implementation of NCFC's programs and events, ensuring programs fall within the Community Food Centre principles and values
- b) Address challenges with participants or program volunteers as they arise
- c) Develops and implements policies, procedures, strategies, goals and operational plans for NCFC.
- d) Plans and executes a project evaluation plan with staff
- e) Demonstrates excellent work habits, priority setting and problem solving skills and the ability to multi-task to ensure day-to-day operations are handled effectively, efficiently and economically, utilizing available resources to ensure costs are controlled and minimized.

2. Resource Management

- a) Responsible to manage Human Resources and volunteers associated with CFC
- b) Develop, monitor, manage and report on the departmental, balanced budget
- d) Manage the supports and processes necessary to maintain a welcoming, safe, productive and community focused stand-alone facility

3. Fundraising, Public Relations and Communications

- a) Work with NCFC board Fund Development processes and CFCC staff to support ongoing funding, grant proposals, funding reporting and donor stewardship

4. Partnership Management and Community Relations

- a) Manage partner relationship with Community Food Centres Canada staff
- b) Along with Community Relations Manager, represent NCFC in the community
- c) Manage interagency partnership relationships with community agency partners
- d) Advocate provincially and at city level

Qualifications and Experience:

- Experience in program coordination and management
- Demonstrated program planning and evaluation experience
- Bookkeeping and payroll experience an asset
- Proficiency in Excel
- Demonstrated experience in conflict resolution or mediation
- Strong knowledge and passion for food and a demonstrated commitment to social justice and food security
- Experience working in low-income, diverse and marginalized communities

Knowledge and Skills:

- Excellent leadership skills, Impeccable judgment and discretion, Strong diplomacy

- Creative, solutions-focused, team player. Exceptional interpersonal and communication skills, both written and oral. Self-starter, detail-oriented, punctual, consistent.
- Able to work sensitively and with healthy boundaries with people of diverse backgrounds, including those who experience poverty and discrimination.
- Able to work occasional evenings and weekends as required.
- Ability to inspire and motivate others
- Patient with a good sense of humour
- Knowledge of Nelson Community resources an asset
- A vulnerable sector police check will be required if hired