



FoodShare Baby and Toddler Nutrition Program

Project Coordinator, Part-Time Contract 2019 Job Description

Main Tasks:

The Project Coordinator will work in the Baby and Toddler Nutrition Program, in collaboration with the Field to Table Schools Manager and program Peer Educators, to support the revision and updating of all program educational materials and parent/caregiver workshop content. The Project Coordinator will also help support the outreach and promotion of the updated program, program evaluations, and program delivery.

Detailed Job Description (duties include, but are not limited to):

1. Perform a literature review of current, evidence-based research around infant and toddler nutrition, building on previous literature reviews and research..
2. Compare and contrast latest evidence with current program resources and update/revise as necessary.
3. Review all program materials and content from a food justice and equity lens and further update/revise content, language, and tone as necessary.
4. Design new Baby and Toddler nutrition handouts/resources.
5. Develop and write-up engaging, hands-on Baby and Toddler nutrition workshop outlines.
6. Test updated workshop curriculum with workshop participants.
7. Train current Peer Educators on the updated/revised content, language, and tone of workshops and materials.
8. Facilitate hands-on, engaging Baby and Toddler nutrition workshops for parents/caregivers.
9. Assist with promotion and outreach of revised materials and workshops for the program.
10. Support Field to Table Schools Manager with evaluation tools, protocol and reporting.
11. Participate in FoodShare staff and team meetings, all staff training, board staff retreat and reporting requirements such as timesheets, and handle other duties as assigned.

Required Qualifications, Knowledge and Experience

- Demonstrated commitment to principles of food justice and anti-oppression
- A strong knowledge of nutrition, especially infant and toddler nutrition
- Experience developing communication materials for a wide range of audiences
- Experience developing and facilitating hands-on, engaging workshops
- Interest in community-led food projects and/or neighbourhood-based community organizing
- Demonstrated ability to work within a diverse community (people of different ages, abilities, and cultural backgrounds)
- Interest and experience evaluating community-based programs
- Effective communication and organizational skills
- Demonstrated ability to work independently and as part of a team
- Familiar and proficient with G-Suite in (Google Drive, Sheets, Docs, Calendar, Gmail, etc.) and any relevant design programs for creating educational resources

Hours of work: 15hrs/wk (2d/wk)

Salary: \$22/hr

Reports to: Field to Table Schools Manager

*Requirements: A Vulnerable Sector Police Check (FoodShare will cover this cost)

Duration: This is a one year contract beginning May 2019 and ending April 2020.

TO APPLY: Please submit your cover letter and resume to Human Resources Coordinator, at hr@foodshare.net by Friday, April 26th by 5:00 pm.

Please note:

FoodShare is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender, national origin, age, disability, protected veterans status or any other legally-protected factors.

If you feel you need accommodation because of illness or disability during the application process, please do not hesitate to contact Human Resources at your earliest convenience – hr@foodshare.net. You will also be briefed on FoodShare's policies regarding accommodation and the Accessibility for Ontarians with Disabilities Act.

Please note that only candidates selected to move forward in the hiring process will be contacted.