



## NETWORK RELATIONS COORDINATOR

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Do you believe everyone should have access to healthy food, and that food can be a powerful tool for connecting people and building better health and a stronger community? The Food Bank of Waterloo Region is looking for a motivated, hard-working and dynamic Network Relations Coordinator to join our team.

### Who You Are:

The Food Bank of Waterloo Region has an immediate opening for an individual who is excited to make a difference and help support The Food Bank's mission to obtain and distribute emergency food from our neighbours to our neighbours. You thrive in an environment where you can collaborate, take initiative and are committed to making a difference. You love meeting people, listening to and telling stories and can communicate with effectiveness and impact.

**Start Date:** May 2020

**Salary:** Commensurate with experience

**Application Deadline:** April 3, 2020

### Attributes:

- Exceptional verbal and written communication skills
- Ability to work effectively and manage multiple projects, deadlines and priorities
- Ability to work with people with varying skills and abilities in an unstructured environment
- Hard-working and takes initiative
- Decision making capabilities
- Team player with a positive attitude
- Comfortable speaking to groups
- Ability to build rapport and trust with agencies
- Ability to support change management processes
- Conflict management and problem solving skills required
- Thrives in a fast paced environment
- Ability to work independently according to a work plan
- Confidence to represent the work of The Food Bank to members of the community

### Who We Are:

**Established:** 1984

**Employees:** 27

The Food Bank of Waterloo Region is dedicated to meeting the needs of the community and ensuring no one goes hungry. Through community partnerships, The Food Bank of Waterloo Region acquires and distributes food to 100+ local community agencies and food programs.

The Food Bank of Waterloo Region provides employees with a flexible and progressive benefit package and accommodates for hours worked above and beyond and strives to address the personal time needs of each employee.

### The Position:

Reporting to the Network Programs and Planning Manager, the Network Relations Coordinator provides support to agencies serviced by The Food Bank of Waterloo Region through the development and execution of communication and training plans. This position works closely with the Marketing & Communications team of The Food Bank and will support other project teams as needed with tasks and activities related to Network relations.



The short-term responsibilities of this role may change from year-to-year, as priorities of The Food Bank change, and will be detailed in the Network Relations Coordinator annual work plan.

This role will contribute to the communications and relationship building with over 100+ community programs in the community providing food assistance.

### Responsibilities include:

- Planning and execution of a communication plan for agency partners including a monthly e-newsletter
- Organize and conduct regular face-to-face meetings with agency partners to further develop relationships and better understand program needs
- Facilitating agency program training, including an annual forum, training videos and in person training sessions
- Create, proofread, edit and update marketing materials with support from the Communications Specialist
- Support Network research and evaluation activities
- Complete administration tasks related to agency staff/volunteer entry of information in a cloud based database including, data clean up, ensuring correct entry of data and training
- Support other activities related to serving the 100+ community programs and agency partners throughout Waterloo Region

### Hours of Work:

The Food Bank's public hours of operation are from 8:30 a.m. to 4:30 p.m. Due to the nature of the organization it is understood that irregular hours and hours above and beyond are included in your salary, but shall not exceed guidelines of the Employment Standards Act.

### Experience & Qualifications:

- 2+ years' experience with communications and relationship building
- University or college education in social sciences, community development, marketing and communications or a related field
- Excellent presentation skills – at ease engaging in front of groups of all ages and experience levels
- Knowledge of adult education principles
- Strong understanding of change management principles
- Computer skills – primarily MS Office including MS word and Excel
- Experience implementing or supporting evaluation activities
- Exceptional verbal and written communication skills
- Solid problem solving skills
- Excellent organizational skills with high attention to detail and follow through
- Knowledge of the issues of hunger and poverty are an asset
- Access to a car and willingness to travel throughout South Western Ontario

### Transformational Impact at The Food Bank of Waterloo Region:

- **34,552** individuals served by the Community Food Assistance Network last year.
- **4,536,353 pounds** of food was acquired and distributed throughout the Community Food Assistance Network in Waterloo Region.
- **220** food hampers are distributed every day in Waterloo Region.



- Last year, 3,544,025 meals were served through emergency hamper programs, community centres and outreach, community meals, school nutrition programs and shelter and residential services.
- **1,500** community meals are distributed every day.
- Nearly **40%** of households seeking food assistance are families with children

***Please submit your resume and cover letter, including salary expectations, no later than April 3, 2020 to:***  
[hr@thefoodbank.ca](mailto:hr@thefoodbank.ca)

*No phone calls please. Only candidates selected for an interview will be contacted.*