



IDENTIFICATION

Department	Position Title	
Aurora College	Local Foods Outreach Coordinator	
Position Number	Community	Division/Region
91-17393	Fort Smith	Research

PURPOSE OF THE POSITION

The Local Foods Outreach Coordinator coordinates and facilitates activities to support increased community participation in growing, foraging and traditional harvesting of plants for food in Fort Smith. It includes activities such as partner engagement, proposal development, coordination of programming, event planning, budgeting and administration, reporting, knowledge translation, dissemination, and project communication, as well as supporting the development of demonstration sites.

SCOPE

Located in Fort Smith and reporting to the Manager, South Slave Research Centre, the Coordinator will work in collaboration with local Indigenous and community partners, as well as territorial governments and southern experts to develop and deliver programming to build capacity around local foods in Fort Smith, including growing, foraging and traditional harvesting of medicinal and food plants.

Working with community partners, the incumbent will support the development of numerous demonstration sites as a place for each community partner to showcase their role in the project. They will also coordinate workshops in the community and with schools to build capacity and interest around growing and harvesting. The incumbent will create innovative social media content, including videos with growers and harvesters, to support community participation in the project.

The incumbent will liaise with local, territorial, and southern experts to identify and develop resources for training and opportunities for partnership and funding. The incumbent will also be responsible for proposal development to sustain the project in future years. This position requires the incumbent to work with multiple partners to complete deliverables with firm

deadlines. They will be required to exercise good judgment in determining how best to meet work priorities and objectives.

The coordinator must work within the context of Aurora College programs, policies, and procedures; Aurora College strategic and business plans; the Collective Agreement; and various other standards, guidelines, and agreements. The Coordinator is a representative of the College and, therefore, plays a critical role in creating and promoting a positive image for the College and for research throughout the NWT and beyond.

RESPONSIBILITIES

1. Coordinate development of local foods programming in Fort Smith

- Develop and maintain partnerships with community organizations, Indigenous, municipal and territorial governments, southern experts, and other Aurora College divisions to support the development of local foods programming in Fort Smith;
- Identify training needs of project partners and community members related to growing and harvesting food locally;
- Identify and build relationships with local knowledge holders and experts to support community training needs;
- Coordinate delivery of training programs and workshops based on identified needs and priorities;
- Host/mentor interns and summer students;
- Support partners with proposal writing to support their local foods projects, and
- Work with the Manager, SSRC to contribute to development of a local foods research and training program through partner development, stakeholder engagement, needs assessments, and proposal development.

2. Coordinate Local Foods Outreach

- Lead community engagement around local foods- including workshops, videos, on-the-land excursions, class visits;
- Develop communications that can be used and shared by partners, including a social media campaign;
- Develop creative ways to showcase the program and highlight the work of local growers and harvesters;
- Plan and organize events to bring the public together to build engagement and interest around local foods;
- Develop programs with schools to engage youth and families in growing;
- Work with partners to create demonstration gardens at various sites around town that can be used for capacity building, learning, and/or research;
- Communicate with a range of audiences, including community members, partners, research participants, local organizations, researchers, funders, and the public; and
- Respond to information requests about the local foods project.

3. Participate in communications, outreach, and education activities that promote science and research, provide information to the public and various interest groups, and foster engagement between the community and Aurora College.

- Coordinate and implement activities/programming for schools, youth, camps, organizations, and community groups;
- Participate in relevant local events, meetings, gatherings, activities, etc. as an ARI representative;
- Collaborate with local organizations, community members, and others on activities and events encouraging engagement with science and research, knowledge transfer, and capacity building;
- Support research centre outreach initiatives: newsletter, speaker series, citizen science and youth engagement initiatives.

WORKING CONDITIONS

Physical Demands

The position spends a significant amount of time in the summer working on developing garden plots. During research, engagement, outreach, or education sessions, the Research Coordinator may be required to transport supplies and assist with the set-up of meeting locations. This may involve lifting and moving heavy materials and awkwardly shaped items up to 30lbs on occasion.

Environmental Conditions

No unusual demands

Sensory Demands

No unusual demands

Mental Demands

Occasional travel to other offices, college locations, conferences, or other locations by road or small aircraft may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Experience in community development;
- Experience in coordinating, project development, and project management;
- Effective at public/ partner engagement and partnership development;
- Experience in proposal writing and working in partnership with other service agencies to deliver programs;
- Skilled at organizing community events
- Experience with growing, foraging, or traditional harvesting of plants;
- Excellent verbal and written communication skills;
- Strong presentation skills with the ability to facilitate meetings and workshops;
- Knowledge or experience in developing surveys;
- Experience in community engagement, including developing and implementing social media strategies and use of other traditional and innovative tools;
- Strong interpersonal skills, tact and diplomacy;
- Knowledge of northern cultures;

- Ability to work under pressure, meet deadlines, and work on multiple projects simultaneously;
- Ability to work both as a member of a team and self-motivated with the ability to take on new challenges;
- Knowledge, experience, and an understanding of working in a cross-cultural environment and ability to interact with effectively with different cultural groups;
- Demonstrated administrative competence; and
- Ability to think creatively, critically, and analytically for program innovation, expansion, problem resolution, strategic planning, researching and organizing.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

- Completion of a Bachelor’s Degree related to Community Development, Education, Geography, Communications, Horticulture, Agriculture, Environmental Studies, General Sciences, or another related field.
- Two (2) years of experience coordinating or delivering programming.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
 Level required for this Designated Position is:
 ORAL EXPRESSION AND COMPREHENSION
 Basic (B) Intermediate (I) Advanced (A)
 READING COMPREHENSION:
 Basic (B) Intermediate (I) Advanced (A)
 WRITING SKILLS:
 Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Select language

- Required
- Preferred