



Our Food SENB Food Policy and Administrative Intern

Host location: United Way of Greater Moncton & SENB // Pending workspace Sackville Commons

Time commitment: 35 hours/week, \$14/hour

Supervisor: Network Coordinator & Steering Committee Lead, Our Food SENB

[Our Food SENB](#) is a regional food security network. We support the food movement in Southeast NB by working together to share knowledge, cultivate food initiatives, and grow connections that make easy, fair, and sustainable food access a reality for all.

The network is moving into an evolutionary phase after 9 years supporting food initiatives in support of positive food environments (the physical and social spaces that make it easier to grow, prepare, and eat good food). We're re-calibrating our work, and setting the foundation for a NB food policy network to support and build capacity to co-create healthy "farm to fork" policies with decision makers and staff in local government.

Required Qualifications:

- Organizational skills; focused, efficient, excellent time management
- Communication skills; oral and written abilities
- Digital literacy; social media, Microsoft office suite, google drive applications
- Motivated self-starter; takes initiative
- Works well collaboratively
- Critical thinking and problem solving

Assets:

- An interest in food security, civic engagement
- Understanding of food policy
- Bilingualism
- Driver's license & Vehicle
- Basic organizational development (e.g. organizing processes and systems for efficiency)
- Experience with policy change activities and networks

Tasks and Responsibilities:

- Provide administrative support to activate foundational elements for food policy work in 2020 including promo/communications plan development and maintenance
- Maintain social media strategy and support community partner communications, administration of updates and maintenance of online presence
- Work with and collaborate with community partners and support outreach activities
- Maintain clear communication with community partners and members (e.g. newsletters, Facebook, Twitter, Instagram, etc.)
- Assist in funding and resource development
- Other tasks as required

To apply, please submit a targeted cover letter and resume (as one pdf document) to careers@mta.ca by *January 31, 2020*.