

Job Title:	Food Security Advisor	Organization	Naut'sa mawt Tribal Council
Position Type	Temporary Contract, Part-time to Full-time December 18 th , 2023 – February 28 th , 2025	Supervisor	Director of Member Services
Business Hours/Wage	35 Hours per week \$32 - \$26 per hour	Location	Lower Mainland/Vancouver Island
<p>Position Focus: The Food Security Advisor is the lead contact for all Food Security and Food Sovereignty matters of Naut'sa mawt Tribal Council (NmTC). The Food Security Advisor's position focus is to support NmTC member Nations in projects related to food security and food sovereignty, including agriculture, aquaculture, other food production, cultural food practices, traditional foods and land stewardship.</p> <p>The Food Security Advisor is responsible for designing, implementing, managing, and reporting on projects, programs and services that enhance the food security and food sovereignty of NmTC's 13 member Nations.</p> <p>Accountability: The successful candidate will report to the Director of Member Services and Chief Administrative Officer. The successful candidate will collaborate with and support the work as needed with other staff on the Member Services team.</p> <p><i>We encourage all First Nations, Metis and Inuit Peoples in Canada or Indigenous Peoples of North America, to self-identify in their applications.</i></p>			
<p>Role and Responsibilities The responsibilities of the position include but are not limited to:</p> <p>Organizational and operational excellence.</p> <ul style="list-style-type: none"> • Developing and managing the project budget and resources • Keeping up to date with Member Nation Food Security and Sovereignty trends and best practices and implementing relevant changes as needed <p>Identify priorities, develop, and deliver relevant, impactful programs and services.</p> <ul style="list-style-type: none"> • Coordinate the Community Food Network, including but not limited to: <ul style="list-style-type: none"> ○ Coordinate regular meetings ○ Provide meeting material and follow-up notes ○ Provide the CFN with regular resource updates (funding, programs, training, workshops, etc.) ○ Plan and coordinate workshops on topics of CFN member interest • Provide technical and thought leadership on member Nation food security and food sovereignty initiatives and programs 			

- Develop food security and food sovereignty resource databases, toolkits and resource packages
- Represent NmTC on various food security councils, boards, CoPs, etc.
- Source and apply for funding on behalf of NmTC and assist member Nations in sourcing and applying for funding
- Identify, build, and manage collaborative partnerships with donors, authorities, research institutes, partner organizations, local governments and other stakeholders
- Work with other NmTC programs and services to ensure food security & food sovereignty goals are embedded within them where relevant
- Assist member Nations in food security program startup and the ongoing program management, funding, and reporting
- Assist member Nations in sourcing, procuring and distributing food security resources (including food) as needed

Facilitate meaningful conversations and communications.

- Collect, monitor and analyze data to inform strategy and deployment of resources, initiatives and programs
- Organize and/or participate in technical assessments, surveys, research etc. to monitor evolving needs and facilitate learning for food security related resources and initiatives
- Draft and/or review scope of work contracts to hire and manage any technical consultants, including review for technical efficacy and contract budget
- Stay informed of government policy; new research and programs; and inspiring initiatives as they pertain to food security and food sovereignty, and share through briefings, reports and/or implement into new initiatives, programs and toolkits
- Prepare newsletter articles, and coordinate other forms of education/outreach media as opportunities arise (newspaper/radio interviews, NmTC publications, inter-Nation publications, etc.)
- Ensure completion of all grant reporting requirements as applicable

Develop relationships and opportunities to generate ethical and equitable revenue.

- Develop and implement survey methods to document, track, assess and report on changes in knowledge, behavior, and condition associated with food security and food sovereignty programs and resources
- Stay up to date on food security and food sovereignty initiatives of member Nations
- Raise awareness about food security and food sovereignty

Education and Professional Experience

- Experience working with Indigenous communities is considered an asset
- Bachelor's degree or an equivalent combination of experience and education in the areas of food security & food sovereignty, Indigenous community-development, food production, land and resource stewardship
- Class 5 B.C. Driver's Licence with the ability to travel frequently to our member Nation communities (Vancouver Island and Lower Mainland)

- Strong interpersonal skills to maintain positive working relationships with staff, leadership, community members, and support organizations.
- Experience with digital tools, including but not limited to Microsoft Suite, Teams, Zoom, Canva, and Eventbrite.
- Experience with proposal writing, and budget and project management.
- Experience with and/or knowledge of the historical and current context for Indigenous Peoples in Canada and a practical understanding of Indigenous community food security and food sovereignty priorities and approaches to partnerships and programs that support these priorities.

Knowledge, Skills, and Abilities

- Ability to be open-minded, confidential, compassionate, and navigate conflict.
- Team player with a Member Nation focus.
- Accountable and dependable, with strong ethics and integrity.
- Strong verbal and written communication skills.
- Excellent communication skills, including experience preparing and delivering high-quality written reports and presentations, and facilitating small groups
- Demonstrated ability to problem solve and work independently.

Other

- Willingness to travel for occasional meetings and events.
- May be required to work nights, weekend, and holidays on occasion.
- Follow Naut'sa mawt Tribal Council policies and procedures
- **Note:** *this is a remote position for those located within the Lower Mainland or Vancouver Island area. Ability to attend events in person within this area is required.*