



About Harvest Manitoba

Harvest Manitoba (“Harvest”) is a charitable organization dedicated to nourishing our communities and our sense of community so that no Manitoban goes hungry. We receive 12 million pounds of food every year, which is sorted and packed largely by volunteers into Harvest Hampers and distributed to Manitobans through our Community Food Network of more than 360 food banks and agencies in Winnipeg, rural, northern and First Nations communities. Right now, we feed 90,000 Manitobans every month, 49% of them children. Our Food Distribution Centre, which includes our Emergency Food Support Assistance Line and Warehouse, is in our Winnipeg Headquarters.

Mission

*Working together
towards a healthier
future for all where no
Manitoban goes
hungry*

Advocacy & Education Manager Job Description **Full-Time Permanent** **Salary Scale \$22.80 to \$25.80 per hour**

Harvest Manitoba is an outstanding place with employees that care greatly about the work that we do and the people that we work with and serve. We are seeking a dedicated Advocacy & Education Manager for a full-time permanent position that will work within our Advocacy Department. This person has a passion for helping others and has exceptional customer service skills.

NETWORK, ADVOCACY & EDUCATION DEPARTMENT OBJECTIVES:

Our Advocacy and Education Department works to better understand the underlying issues which lead to food bank use in Manitoba and to highlight the voices of those with lived experience. We aim to bridge the gap between what is happening on the front lines and connect it to the larger trends of food insecurity across the country. We are committed to sharing these learnings with our network, government officials, anti-poverty coalitions, and the public. These learnings also inform our advocacy priorities with public policies targeting the root causes of hunger. These efforts are to work towards a future where no Manitoban goes hungry.

Reports to: Director of Network, Advocacy & Education

RESPONSIBILITIES:

- Effectively manage staff, volunteers and coordinate post-secondary field placements. This includes recruitment, performance reviews, professional development opportunities, motivation, and retention.
- Network and liaise with poverty reduction groups, key stakeholders, and related community groups.
- Conduct research on various topics related to food bank use across Canada. Assist with writing annual publications such as Hunger Count and Harvest Voices.
- Identify and explore prospective funding opportunities. Write, research and report to funders on grants related to Harvest’s work.
- Track relevant communications associated to the non-profit sector, such as media releases, reports, and government communications.



- Oversee and support the education coordinator with planning and delivering public speaking engagements to people of all ages on issues related to food, hunger, and poverty
- Oversee and Support the Harvest Garden Coordinator and garden and growing programs, including Harvest Home Garden, Harvest Community Gardens and Grow-a-Row program.
- Organize and coordinate the Winnipeg Ave. Food Bank with other Harvest staff and volunteers.
- As a member of the Harvest Manitoba CREW, support the team however needed to ensure operational needs are being met.

QUALIFICATIONS:

- A strong belief in the dignity of all human beings and a positive and caring approach
- Post-secondary education in community development or public policy. Equivalent experience and certificates will be considered.
- Previous managerial experience highly desirably
- Experience with various research methodologies and data collection.
- Excellent attention to detail & strong organizational skills
- Clear communication skills both written and verbal. Comfortable with public speaking.
- Knowledge of food-security and poverty issues required.
- Required to have a clear Criminal Records Check (CRC) and Child Abuse Registry Check (CARC)
- Required to have a valid Class 5F driver's license and a clean driver's abstract
- A strong team focus, ability to work well with others and an interest in supporting the organization and CREW

HARVEST DETAILS:

- Benefits Package (Dental Care, Extended Health Care, Life Insurance, etc.)
- RRSP Company Match Plan
- On-Site Parking

Evening and weekend shifts will be required as business levels dictate.

To learn more about this opportunity, visit: <https://www.harvestmanitoba.ca/about-us/join-our-crew/>

Apply by email with your resume and cover letter at: hr@harvestmanitoba.ca

We thank all candidates for their interest; however only those selected for an interview will be contacted.