

POSITION DESCRIPTION

POSITION (TITLE):	Northern Fruit & Vegetables Enhancement Program Lead	DIVISION:	Health Promotion
REPORTS TO:	Manager, Healthy Living	UNION AFFILIATION:	CUPE
REVIEWED: Direct Supervisor	Manager, Healthy Living	DATE: (R) if revised	
APPROVED: MOH/CEO, Director	Director of Health Promotion	DATE:	
AUDITED:	Human Resources	DATE:	

POSITION SUMMARY:

Reporting to the Manager of Healthy Living, the Northern Fruit & Vegetables Enhancement Program (NFVP) Lead will be responsible for the ongoing successful implementation of the NFVP Enhancement Program. Working with multiple stakeholders and 14 First Nations communities, the NFVP lead will engage partners and plan, promote, implement and evaluate the NFVP Enhancement Program across Thunder Bay and District. The NFVP Enhancement Lead will develop and maintain productive relationships with local, regional and provincial key stakeholders in order to meet program objectives as well as local work plan deliverables.

DUTIES AND RESPONSIBILITIES:

Working with the Ministry of Health and Long Term Care (MOHLTC), a Public Health Nutritionist and the Manager of Healthy Living the NFVP Enhancement Program Lead will:

1. Demonstrate familiarity with the NFVP Enhancement program objectives, deliverables and funding as set out by the MOHLTC.
2. Maintain positive working relationships and provide support to all NFVP Enhancement Program partners, such as 14 First Nations communities, Lakehead University, the Indigenous Food Circle, First Nations Tribal Councils, and the Thunder Bay and Area Food Strategy.
3. Build and strengthen partnerships with internal and external contacts to improve service delivery and support the NFVP Enhancement Program across Northwestern Ontario.
4. Develop a steering committee with a representative of each of 14 First Nations communities to communicate program benefits, requirements, expectations and regular, ongoing progress updates.

5. Coordinate program logistics and deliverables to all participating First Nation's communities within Thunder Bay & District.
6. Collaborate with key partners for consultation about program direction and requirements.
7. Collaborate with the MOHLTC, and other relevant partners to undertake the collection of data and evaluation indicators as set by the MOHLTC. Ensures systems are in place to effectively monitor and evaluate progress.
8. Prepare and submit requested NFVP Enhancement Program work plans and activity reports to MOHTLC as required. Contribute to the development of an annual NFVP Enhancement Program budget.
9. Coordinate community gatherings, meetings and training as required through partner planning.
10. Participate on relevant Health Unit project teams and/or community working groups when requested.

QUALIFICATIONS / REQUIREMENTS:

- Post-Secondary Education from a college or university in food and nutrition, social work or education.
- Minimum 2 years' experience in a related field with demonstrated project management knowledge and experience coordinating large-scale projects that required excellent organization and logistical planning skills.
- Demonstrated knowledge and experience working with multiple stakeholders.
- Knowledge of First Nation communities across Thunder Bay and district.
- Experience working with Indigenous people.
- Strong interpersonal and conflict management skills with a respect for diversity and ability to connect with adults and children.
- Strong oral and written communication skills.
- Ability to conduct presentations and media interviews.
- Experience developing new and innovative programs or materials and possess knowledge around healthy eating and food systems.
- Ability to maintain documentation, keeps records and updates program plans as needed.
- Proficiency with MS Word, Excel, PowerPoint, email and the Internet.
- Courses in health promotion principles and program planning and evaluation are an asset.
- Experience in program planning, evaluation and data collection are an asset.

- Fluency in both official languages is an asset.
- Valid driver's licence and access to a vehicle as regional travel is an expectation of this position.
- Satisfactory criminal reference check.
- Proof of required immunizations.
- Willingness to work flexible/irregular hours and travel to First Nation communities to meet program needs.

OCCUPATIONAL HEALTH AND SAFETY:

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.