

# MEAL EXCHANGE

**JOB TITLE:** Food Systems Knowledge Translator

**ANTICIPATED START/END DATE:** May 15th 2018 - August 15th, 2018 [exact dates TBD]

**LOCATION:** Meal Exchange National Office. 401 Richmond St. West, Toronto.

Meal Exchange is looking for a passionate, motivated and organized student to join us as a Food Systems Knowledge Translator. The Knowledge Translator will support staff members in enhancing programs including Trick or Eat, the Meal Exchange Chapter network, Students Feeding Change, Student Food Insecurity studies, and the Good Food Challenge.

## **About Meal Exchange**

Meal Exchange is a national registered charity that empowers post-secondary students to take an active role in improving their local food system. Through research, educational activities and connecting with campus and community stakeholders, our programs support post-secondary students to build more just and sustainable food systems on campuses and with local communities.

Our vision is a country where everyone has access to affordable, healthy, sustainable and socially just food. Our national office, based in Toronto, provides support, resources and mentorship to students on 40 campuses across Canada.

## **Key Responsibilities**

The Knowledge Translator is central to enhancing the reach and impact of Meal Exchange's work. The coordinator will integrate research, evaluation, design and outreach into their work. The Knowledge Translator will support staff with the Meal Exchange annual report, grant research and campus partnerships. The Knowledge Translator will support knowledge sharing of key tools to support data collection and analysis, particularly around Meal Exchange's student food insecurity research. The student will be supported to share research and resources in the areas of food security, food sustainability and food sovereignty to a wide variety of stakeholders, including campus administration and faculty, prospective and current postsecondary students, and alumni. Alongside a Graphic Designer, the Coordinator will develop evaluation tools. Through this position, you will refine their research skills, grow their leadership and collaboration skills and create materials that will reach over 25,000 people across Canada.

## **Job Roles**

- Work Meal Exchange national staff to determine research needs for our national Chapter network, including resource development
- Support knowledge sharing of key resources and tools to the national Chapter network to support data collection and analysis
- Collaborate with the Communications Coordinator on internal and external newsletter content, Meal Exchange's annual report, and other program reports
- With the Web Developer, create a portal on our website to share student research in areas of food security, food sustainability and food sovereignty
- Work with Graphic Designer to develop knowledge translation tools (i.e. infographics) to share important facts and stories

## **Required Skills:**

- Experience and/or academic training related to communications and media
- Experience with research projects and web development an asset
- Knowledge of and passion for food systems
- Highly organized, motivated and detail-oriented

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- Able to work both independently and collaborate with others
- Strong oral and written communication
- Excellent interpersonal and organizational skills
- Openness to new perspectives and desire to do solutions-focused work with a diverse group of stakeholders

## **HOURS:**

- 37.5 hours/week for 12 weeks (dependent on funding) ***[exact hours dependent on Canada Summer Jobs Funding]***

## **WAGE:**

- \$14.00/hour ***[ dependent on Canada Summer Jobs Funding]***

Please send a combined document of your Cover Letter and CV to [summer@mealexchange.com](mailto:summer@mealexchange.com) with the subject **[Food Systems Knowledge Translator, first and last name]** by 5pm on April 20th.

***Funding for this position is available for students returning to campus in the fall of 2018, under the age of 30 and eligible to work in Canada.***

*Meal Exchange is committed to having a team that reflects the diversity of the issues and communities we work with. We welcome the wide range of experiences and viewpoints that researchers may bring, including those based on race, ethnicity, sexual orientation, gender identity and expression, ability, age and religion. We welcome both lived and academic experience, and encourage applicants to note this in their application. In our inclusive workplace, we work to assure everyone the right of equitable, fair, and respectful treatment.*