

MEAL EXCHANGE

JOB TITLE: Meal Exchange Events Coordinator

START DATE: May 15, 2018

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

Job Description

Meal Exchange is looking for a passionate, motivated and organized student to help coordinate events to build awareness, connections and support for the national student food movement.

Major Responsibilities

The Meal Exchange Events Coordinator will assist our National team to coordinate programming and logistics of events including the National Student Food Summit and 25th year celebration events. The Summit Coordinator will help Meal Exchange create a safe and welcoming space for events and ensure that the event runs smoothly.

The Events Coordinator will:

- Secure local in-kind donations and sponsorships
- Collaborate with local organizations to provide experiential site visits, including a community kitchen
- Work with the local hospitality services to confirm conference logistics including room organization, lodging and support on catering logistics
- Support with outreach and communications to delegates
- Provide logistical support to participants
- Ensure events runs smoothly
- Support follow-up with partners and participants
- Develop evaluation and final report for events

Desired Skills

- Highly organized, motivated and detail-oriented
- Experience in conference and/or event organizing
- Comfortable with developing partnerships
- Comfortable with working with a variety of partners
- Ability to work both independently and collaborate with others
- Strong delegation skills and ability to manage volunteers
- Interest in food systems
- Strong communications skills

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. Each summer, we hire more than 20 motivated students across Canada to provide meaningful job experiences that provide personal growth and positive impact in the community. Our organization is turning 25 and is excited to celebrate everyone who has contributed to our organization!

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HOURS:

- 35 hours/week for 8-12 weeks [exact hours dependent on Canada Summer Jobs Funding]

WAGE:

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

To apply

Please send a combined Cover Letter and CV to summer@mealexchange.com with the subject "**Meal Exchange Events Coordinator, First and Last Name**". Applications will be received on a rolling basis until April 21, 2018.

Funding for this position is available for students returning to postsecondary school in the fall of 2017, 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 everyone is assured the right of equitable, fair, and respectful treatment.