

Reports To: Director of Operations

Company Overview:

Aki Foods is an Indigenous social enterprise focused on addressing food insecurity and improving local economies through projects, products and services. We are committed to delivering culturally sensitive projects and programs that empower individuals to make informed food choices for themselves and their families.

Position Summary:

The Tour Coordinator will play a vital role in the successful implementation and evaluation of our bi-weekly dietitian-led Grocery Store Tour program. This program will empower Winnipeg's Indigenous participants to make healthier food choices by undertaking guided tours led by dietitians. This individual will handle the logistical coordination, outreach, and participant engagement for the tours, ensuring they run smoothly. Additionally, they will collect critical data to evaluate the program's effectiveness and identify areas for improvement.

Key Responsibilities:

- Tour Logistics:
 - o Schedule tours with partners, ensuring dates align with specific days from June to August.
 - o Collaborate with dietitians to coordinate tour content and materials.
 - o Arrange transportation for participants with accessibility needs.
 - o Handle tour day setup, registration, and support for dietitians.
- Outreach & Recruitment:
 - o Develop relationships with Indigenous organizations and community centres for promotion.
 - o Design and distribute flyers, social media, and other outreach materials.
 - o Manage participant registration and communication.
- Data Collection & Impact Evaluation:
 - o Design and administer pre and post-tour surveys.
 - o Gather and analyze qualitative feedback from participants.
 - o Prepare reports summarizing the program's impact.

Qualifications:

- Experience in community outreach, preferably working with Indigenous populations.
- Strong organizational and time management skills.
- Excellent written and verbal communication.
- Ability to speak an Indigenous language is an asset.
- Familiarity with data collection tools and analysis (preferred).
- Cultural awareness and sensitivity working with a diverse community.
- Passion for promoting food security and healthy eating.
- Driver's license and access to a vehicle is desired, but not required.
- People of Indigenous descent are encouraged to apply.

Additional Notes:

- Hours: 22.5 hours a week.
- Compensation: \$20.00 an hour plus mandatory employment-related costs.
- This is a 4-month contract position.
- This position will operate within our Winnipeg office at the Social Enterprise Centre.
- Flexibility to work some occasional evening hours may be required.

How to Apply

Please submit your resume and a brief cover letter explaining your interest and suitability for the role to: info@akifoods.ca. Applications will be reviewed on a rolling basis.

Anticipated Start Date: Mid-May 2024, (some flexibility based on candidate availability)