

## Knowledge Manager

Term FT – 1 year

### ***Who are we?***

Our mission is to increase food security through food distribution, education and collaboration. To achieve this, we distribute almost 2 million kilograms of donated food each year to our member network of 144 food banks and meal programs across the province. Our role also extends beyond food. We support our members as they build capacity to serve their communities, and we help raise awareness of the challenges hunger and poverty create each day for thousands of Nova Scotians. Working at Feed Nova Scotia is an opportunity to give back to your community, and make a difference in people's lives. If you are a positive, dedicated, team-oriented person then we want to hear from you!

### ***What is a Knowledge Manager?***

As a key member of the *Community Connections* team, the *Knowledge Manager* is responsible for collecting, sharing, using and managing information to support *Feed Nova Scotia's* organizational goals.

### ***What does a Knowledge Manager do?***

1. Increases understanding of food security and mobilizes the organization's ability to influence change by:
  - supporting *Feed Nova Scotia's* engagement in community initiatives related to food security
  - intentionally creating opportunities to increase awareness of food insecurity both internally and externally
2. Links experiences, statistics and stories to create collective resolve to eliminate food insecurity in Nova Scotia, the *Knowledge Manager*:
  - interprets the stories, quantitative and qualitative information collected by *Feed Nova Scotia* and effectively shares this information with both internal and external audiences
  - develops partnerships with respected research agencies to raise awareness of food insecurity
  - identifies successful models, pilot projects and strategies used in other areas
  - assists in facilitating genuine conversations about food security, service gaps, solutions and action
3. The *Knowledge Manager* provides direction and develops recommendations related to position statements, messaging and public submissions related to increasing food security. This includes:
  - monitoring relevant legislation, policy and program development
  - developing position statements and contributing to policy discussions
  - developing messages and strategies to inspire change in attitude and action
4. Manages a Client Database by:
  - providing leadership and maintaining an effective and reliable database
  - meeting and exceeding privacy and confidentiality standards related to client information

- ensuring data is used to inform discussions both internally and externally

***What are we looking for?***

- 3 - 5 years of experience related to food security, public policy, knowledge or information management
- Post-secondary education in a field related to food security, community development, or knowledge and information management
- Demonstrated knowledge of the change management or community development process
- Demonstrated success influencing policy development
- Experience in project management
- Experience providing leadership to volunteers and employees
- Success sharing information/data using a variety of presentation strategies
- Strong qualitative and quantitative data analysis and analytical skills
- Extensive experience with Excel and databases
- A strong commitment to privacy
- An ability to manage competing priorities in a multi-task environment

Our total compensation package includes paid vacation time, a health and dental plan (after 3 months) and flexible work schedule.

If you are looking for an outstanding opportunity to make an impact in your community, please submit a cover letter and resume that clearly indicates how you meet the requirements of the position, in a PDF document to: [humanresources@feednovascotia.ca](mailto:humanresources@feednovascotia.ca) by 10:00 pm on Sunday, **March 10, 2019**. Please include *Knowledge Manager* in the subject line.

Feed Nova Scotia is an equal opportunity employer and welcomes all qualified candidates to apply. If contacted for an employment opportunity, applicants must make any accommodation needs known in advance.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer.

*We thank you for your interest in employment with Feed Nova Scotia, however, only those candidates selected for an interview will be contacted.*