



## Northern Programs Manager Job Description

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| <b>Title:</b><br><b>Responsible to:</b><br><b>Supervises:</b><br><br><b>Classification:</b><br><b>Salary Range:</b><br><b>Working Conditions:</b><br><br><b>Location:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Northern Programs Manager<br>Executive Director<br>Northern Coordinator, Community Project Coordinator(s),<br>Community Project Facilitator(s), Community Youth Harvester(s)<br>Full-time, permanent, salary<br>\$60,000 – \$65,000 DOQ<br>Sedentary, office-based, with regular travel to regions with limited amenities<br>Winnipeg-based, Hybrid* |
| <b>About Us:</b><br><p>Food Matters Manitoba (FMM) is an Indigenous community-led organization that is addressing the multiple root causes of food insecurity in Manitoba through collaboration to co-create systemic change. FMM is guided by the imperative to reclaim, revive, and rebuild Indigenous food sovereignty through re-igniting the inherent Indigenous spiritual, physical, social, ecological, and economic connections to the land. FMM works through building relationships based on mutual respect and trust through such ways as face-to-face conversation, sharing experiences on the land, sharing meals, and connecting through ceremony. FMM focuses on long-term strategies that support and prioritize Indigenous self-determination and control over household and community food systems.</p> <p>The vision, ideas and plans for action come from Indigenous Harvesters and Indigenous Youth Harvesters, and other community partners. The FMM staff team walk alongside these partners to support the successful realization of their food system initiatives and programs. We work to enhance food security through education, training, mentorship, and positive relationships. We prioritize people over projects, mentorship over workshops, and employment over volunteerism – offering both immediate and long-term support partner communities in Northern Manitoba.</p> |                                                                                                                                                                                                                                                                                                                                                      |
| <b>Role Summary:</b><br><p>The Northern Programs Manager leads operational planning and delivery for all programming in Northern Manitoba that empowers northern and Indigenous communities to realize food security through revitalization of Indigenous Food Sovereignty, including food self-sufficiency, harvesting food from the land, and restoring traditional, healthy foodways. This role ensures Northern programs are Indigenous community-led, responsive to community needs, grounded in community strengths and assets-based perspectives to foster transformational food systems change, delivered with cultural integrity, and aligned with the organizational guiding principles, way of working (theory of action), theory of change and strategic plan.</p> <p>The Northern Programs Manager is responsible to the Executive Director and directly manages the Northern Program staff, including the Northern Coordinator, Community Project Coordinator(s), Community Project Facilitator(s), and Community Youth Harvester(s).</p> <p>Regular domestic travel will be required.</p>                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                      |

## **Primary Working Relationships:**

The Northern Programs Manager works closely, in a collaborative and co-creative manner, with Indigenous Elders, Northern Partners, Northern Harvesters, Youth Harvesters, and other Northern community relations to ensure that programs are co-created together, led by Indigenous visions, and grounded in Indigenous Food Sovereignty. Building and maintaining strong working relationships with all Northern partners will be critical for success in this role.

The Northern Programs Manager collaborates with FFM staff to develop new funding proposals and on the inception phase of new programs and grants to ensure program goals, objectives, results, outcomes and impacts are monitored, evaluated, and communicated effectively, the Executive Operations Specialist for grant and program tracking and program budget development.

## **Main Responsibilities:**

### **Northern Relationship Cultivation – build and maintain relationships with Northern communities, leadership, and partners.**

- Nurture strong reciprocal relationships with all Northern partners (Elders, Harvesters, Youth Harvesters, etc.), First Nations Governments, and other key partners
- Directly share experiences on the land, sharing meals, and connecting through ceremony
- Actively support Northern collaboration and network building across Northern partners and communities
- Support the creation and regular convening of an Indigenous Elders Advisory Circle

### **Collaboration and Co-creation with Northern Elders, Partners, Harvesters and Youth Harvesters –**

- Regularly convene with Northern partners to ensure the vision, ideas, and plans for action come from Indigenous Elders, Partners, Harvesters and Youth Harvesters Collaborate on identifying and co-creating viable and diverse community food systems initiatives
- Collaboratively identify needs and opportunities for education, training, mentorship, and positive relationship development
- Oversee community education, training, and mentorship activities, ensuring that any education and training tools foster Indigenous self-determination
- Oversee the development and implementation of culturally appropriate education, training, and mentorship materials
- Lead operational work planning within the Northern and Indigenous program

### **Team Leadership – Provide leadership, oversight, coaching and guidance to Northern Program staff**

- Foster positive team dynamics by modelling collaboration, problem-solving, and a commitment to learning and adaptation. Facilitate relationships of trust, cooperation, and confidence
- Coach, mentor, and manage team members including the development of job descriptions, goal setting, and performance and development
- Work proactively to monitor and resolve workload issues and other challenges
- Ensure assigned staff tasks are being completed, and team members are receiving the support they require

### **Program Management – Manage budgets, work plans, staff, and reporting for Northern initiatives.**

- Manage the Northern program budget, including the allocation and disbursement of grant and program funds, for approval from the Executive Director

- Regularly connect with all Northern partners to ensure they are achieving their goals, and facilitate the collaboration of the team to identify any adjustments or capacity support needed
- Ensure that all funding (grants and contribution service agreements) reporting requirements are met
- Establish and maintain programmatic systems for tracking partner relationships, budgets, project progress, and progression towards goals

**Program Inception – Support the inception and integration phases of newly funded grants and programs**

- Work with Food Matters Manitoba staff, Northern partners, and other collaborators on timely inception of new grants and programs
- Liaise with donors, as necessary, in the inception phase of new grants until new program staff are recruited and integrated into the program teams

**Grant/Funding Management and Funder/Donor Relations**

- Assist the Executive Director in ensuring that funders and donors are consulted when necessary and receive the information they need regarding grant funding implementation in a timely manner
- Ensure any changes in the funded program terms and/or deliverables are approved
- Assist the Executive Director in ensuring that any funder delegations to Northern communities are provided with appropriate support and accompaniment

**Organizational collaboration**

- Coordinate with FFM staff to design new program concepts for funding, review funding proposals, and communicate with funders
- Coordinate with the FFM staff to support the design and implement of culturally appropriate monitoring, evaluation, and learning plans
- Support collaboration with academic and other research partners
- Coordinate with FFM staff to collect impact stories from the work of the Northern Program

**Additional Responsibilities:**

- Champion knowledge sharing and learning activities within Food Matters Manitoba
- Represent the organization in multi-stakeholder partnerships
- Contribute to organizational strategy and policy development
- Participate in Food Matters Manitoba staff working groups, weekly check ins/outs, staff meetings
- Participate in relevant sectoral and professional networks in Canada
- Assist with other projects and tasks, as requested by the Executive Director

**Core Knowledge, Skills, and Abilities:**

- Lived experience with and in Indigenous communities strongly preferred
- A fundamental understanding of current issues and challenges facing Northern Manitoba Indigenous communities
- Strong knowledge and a demonstrated commitment to Indigenous rights and food sovereignty
- Knowledge of Indigenous life ways and worldviews, language, and culture, and history within Canada
- Strong ability to work collaboratively and respectfully with Indigenous peoples
- Committed to Decolonization and Anti-Racism, Diversity, Equity, and Inclusion and working with a diverse Food Matters Manitoba staff team

- Demonstrated project management skills
- Excellent communication and facilitation skills in cross-cultural team environments
- Demonstrated staff coaching, management, and team-building skills
- Strong financial management and budgeting skills
- Understanding of a food systems approach and food security in Northern Manitoba Indigenous contexts

**Other Qualifications:**

- Completion of a relevant course of study (degree or certificate) in project management, food security, international development or equivalent demonstrated knowledge of program development and grant management
- 5 + years of experience in relationship and program management preferably in a community, nonprofit, or Indigenous context
- Functional knowledge of an Indigenous language considered an asset

**Working Conditions:**

Office-based with regular remote travel for collaboration and/or event support required. Must balance detail-oriented program management work with trust and relationship-based co-creation and collaboration with Indigenous partners and communities through face-to-face conversation, sharing experiences on the land, sharing meals, and connecting through ceremony.

**Equity, Diversity, and Inclusion:**

Food Matters Manitoba is committed to equitable, inclusive, accessible, and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the communities we serve. We encourage and welcome applications from qualified applicants including Indigenous Peoples, members of racialized groups, women, persons with disabilities, and persons of any sexual orientation or gender identity. Please let us know if you require accommodation, and we will work with you to ensure a barrier-free work environment.

**Please note that our offices are currently located in a split-level building with no mobility lift or ramp. Located at 422 Notre Dame Avenue, Winnipeg, MB, R3B 1R1.**

**For this role, we are looking for a candidate with strong connections to Northern Manitoba Indigenous communities, preference will be given to candidates of Indigenous Ancestry (First Nation, Inuit, or Metis). We encourage all First Nations, Inuit, or Metis peoples to self-identify in their applications.**