Feeding 9 Billion Outreach and Education Assistant:

Undergraduate Summer Job description

Summer 2018

Feeding 9 Billion, a project of the Arrell Food Institute, requires a highly qualified, highly motivated, undergraduate student currently enrolled at the University of Guelph to support its outreach activities over the summer of 2018.

This student's role is to be split between three main activities, as outlined below:

Promotion and Development of Education Materials:
Project Details:

For three years, Feeding 9 Billion has been developing a package of outreach materials that provides information about food-security and food systems. These materials are designed in formats that are engaging and fun, while educational (whiteboard videos, graphic novels, a card game, and associated lesson plans for teachers).

Having designed these materials and seeing their success in a number of locations already, the Feeding 9 Billion program is in need of an assistant to help expand the reach of these materials.

The role in this project is to manage outreach. They would connect with high school teachers with the intent of encouraging them to adopt these materials, seek previously unexplored venues for disseminating the materials, attend events as the key contact for these materials, and provide recommendations to the Feeding 9 Billion Program Manager based on feedback from these audiences

The ideal candidate would exemplify the following qualities:

- Good communication
- Energetic and self-starting
- Highly detailed/organized
- Creative and entrepreneurial
- Professional manner/attitude

Reporting directly to the Feeding 9 Billion Coordinator, and working with the Arrell Food Institute team including the Communications Coordinator, the ideal candidate will be able to take initiative, think entrepreneurially, and embrace responsibility.

Commitment: 30 hours per week from April 30 to August 28th

2. Arrell Food Summit
Project Details:

The Arrell Food Summit is a major, international conference hosted by Arrell Food Institute. Lead organizers require support from the chosen candidate for key details of this event: specifically, for liaison with, invitation of, and registration for important guests, as well as day-of-event logistical details. The student would be responsible for contacting the invitees and maintaining a detailed log of correspondence with each of them.

The ideal candidate would exemplify the following qualities:

- Professional
- Adaptable
- Highly detailed/organized
- Good communication & friendly

Commitment: 3 hours per week, starting immediately, and running until June 1st
Plus four full-time days on May 20-24 (week of the event)

3. Social Media for Food Day Canada:
Project Details

Every year, the University of Guelph's Food Laureate Anita Stewart runs Food Day Canada (FDC), a nationwide event to celebrate Canadian cuisine and chefs (which takes place August 4th)

Reporting to the Program Manager for Feeding 9 Billion, the student would complete tasks that would support the online aspects of FDC: for example, helping in the careful management of FDC social media (Twitter, Facebook and Instagram), taking photos, creating short videos, and creating and running social media events such as tweet-ups and *ask-me-anythings*, for example.

The ideal candidate would be have the following skills or qualities
- Social media experience
- Mature and Professional
- Creative
- Photography and basic video skills
- Able to take direction
- Good communication

Commitment: 3 hours per week from May 1st to August 10th
Plus four full-time days surrounding August 4st Food Day Canada

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Job Information
Part-Time Hours start as soon as possible
Full-Time Hours start May 1st and run until August 24th 2018
Total Contract: 17 weeks at 35 hours per week at $16/hour

To Apply:
Send resume and cover letter (1pg max) to hodginsk@uoguelph.ca
Deadline for Applications: April 5th 2018 at midnight

Contact Information
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UNIVERSITY of GUELPH
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ARRELL FOOD INSTITUTE
AT THE UNIVERSITY of GUELPH