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Indigenous Sport,
Physical Activity
& Recreation Council

EMPLOYMENT NOTICE

Program Manager, Food Systems Program

The Indigenous Sport, Physical Activity & Recreation Council (I-SPARC) is a provincial organization established for the purpose of improving the health outcomes of Indigenous people by supporting and encouraging physically active individuals, families, and communities. The programs and services delivered by I-SPARC are designed to build capacity and increase access to sport, recreation, and physical activity in First Nations, Aboriginal Friendship Centres, Métis Chartered Communities, schools, and other delivery agencies throughout British Columbia. Starting in April 2022, the First Nations Health Authority is transferring the Food Systems Program (FSP) to I-SPARC. I-SPARC is pleased to begin implementing the FSP within its Healthy Living programming.

Introduction to the Food Systems Program:

The Program started in 2009 under the name *First Nations Food Systems* as part of B.C.'s Access to Produce in Rural and Remote Communities initiative, previously funded by the Ministry of Health and supported by the Ministry of Agriculture. In 2014, the First Nations Health Authority (FNHA) took over funding of the Program and it has been administered by the Heart & Stroke Foundation to date.

The FSP has provided communities with seed funding as well as in-community planning and technical support for small-scale agriculture projects. It has grown from 17 to over 70 B.C. First Nations communities, driven by community demand to improve access to fresh vegetables and fruit and, through that, improved food security. The FSP has since expanded its scope, now moving toward an Indigenous-led model. With FSP's transition to I-SPARC, there is opportunity to continue evolving the program to deepen alignment with community needs and incorporate more traditional and Indigenous-led approaches to food, food security, community engagement, ceremony, and respect for the lands.

General Description

The Program Manager is primarily responsible for supporting the Senior Manager in the overall administration of the FSP including: supporting the oversight of and acting as key focal point for community participation through Community Grants and reporting; and supporting broader program development as it pertains funding/partnership building and program evolution. The Program Manager will report to the Senior Manager and will work closely with the Engagement Manager to ensure program success for all communities involved.

The program is in an exciting phase moving into its first year of delivery by an Indigenous-led organization. Community-level connections through granting, gatherings and partnerships will continue to evolve—embracing traditional foods, unique cultural knowledge, mental, physical, and spiritual health and well-being, as well as educational opportunities for knowledge sharing and community collaboration.

Key Responsibilities

- Provide program oversight to ensure program activities align with Contribution Agreement(s);
- Support Program fundraising and proposal writing activities in line with I-SPARC's Vision to include Métis and other Indigenous groups in the FSP in the future.

- Act as the key focal point for Community Grants: supporting visioning and planning, reporting processes, project proposal assessments, review and approval processes;
- Compile and prepare Program-related reporting requirements, including produce progress reports on Community Grants, and support the Senior Manager with development of annual FSP reports;
- Manage and support program evaluation mechanisms related to Community Granting;
- Support effective communications system between leadership team and Community Supports mechanisms to ensure community planning and project reporting components are on track;
- In collaboration with leadership team, ensure key risks are identified, reviewed and mitigated throughout the program cycle.

Education and Knowledge

- Degree or equivalent in Public Administration, or some other discipline directly related in addition to at least three (3) years' management experience; OR,
- Degree or equivalent in Indigenous Health, Land and Food Systems, Indigenous Studies, Food and Resource Economics or related combined with three (3) or more years' experience in the provision of program leadership; OR,
- An equivalent combination of education, experience, and training may be considered; and
- A minimum of three (3) years or more of experience establishing collaborative relationships with community leaders, elders, and senior management teams;
- A lived understanding and/or experience with Indigenous communities, history, values and culture;
- Knowledge and understanding of social determinants of health and its connections to Indigenous health and food systems, cultures and backgrounds;
- Has led work that honours, respects, and supports the self-determination of Indigenous communities; and
- Has successfully completed a criminal and vulnerable sector records check.

Term: This is a full-time, 1-year contract, maternity leave coverage with potential for renewal.

Salary: The salary range is \$58,000-\$63,000 annually, which includes a comprehensive health benefits package.

Location: Office space will be established in a British Columbia location central to the successful candidate. Flexibility in work location with an ability to travel throughout the province to events/forums.

To Apply: Applications will be accepted until the position is filled. Please submit a cover letter, resume, and three references (name, title, relationship, and contact info) to the attention of Robynne Edgar, Director of Healthy Living at: redgar@isparc.ca

All applications are appreciated, however, only those selected for further consideration will be contacted.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry