



Community Connections
Community Connections Society of Southeast BC

"Linking People, Communities and Services"

Job Title: Community Engagement & Events Contractor

Contract Term: July 2025 – March 2026

Location: Community Connections Society of Southeast BC

Compensation: Commensurate with experience and scope (to be discussed)

About the Role

The Kimberley Cranbrook Food Network, under the umbrella of Community Connections Society of Southeast BC, is seeking a highly organized and community-minded contractor to provide on-the-ground support and coordination for a range of events and activities aimed at engaging and strengthening our local food systems activities and farming community. This role is ideal for someone with experience in event planning, community outreach, and collaborative communications.

Scope of Work

1. Monthly Meeting Support

- Provide on-the-ground logistics and coordination for 1 in-person meeting per month, including setup, attendee support, and follow-up as needed.
- Collaborate with the Network Administrator on meeting agendas, materials, and communications.

2. Host "Help a Farmer" Series

- Plan and execute 2 to 3 events between August and October 2025 that provide hands-on support or knowledge-sharing opportunities for local farmers.
- Identify relevant topics, coordinate speakers or facilitators, manage event promotion and logistics.

3. Plan Fall Events

- Lead planning, promotion and delivery of the 2025 Annual Farm Feast Social
- Explore potential collaboration with Fall Fair organizers to co-host or align efforts.
- Create partnerships and support other community organizations to host Live for Local events in September

4. Host a Farmer Forum

- Organize and facilitate 1 Farmer Forum event between January and March 2026 to bring together stakeholders, share knowledge, and foster dialogue.



Community Connections
Community Connections Society of Southeast BC

"Linking People, Communities and Services"

- Coordinate venue, speaker/facilitator lineup, outreach, and event flow.

5. Ongoing Collaboration and Communications

- Work closely with the Network Administrator to:
 - Support monthly United Way BC (UWBC) meetings
 - Contribute to content and updates for the website and social media platforms
 - Help share key messages, event highlights, and community updates

Ideal Candidate Will Have:

- Experience in event planning, community outreach, or program coordination
- Familiarity with or interest in agriculture, local food systems, or rural communities
- Strong interpersonal and communication skills
- Ability to work independently while collaborating effectively with a broader team
- Proficiency in using digital tools for event promotion and community engagement

All contractors must meet the following requirements prior to beginning work:

- WorkSafeBC Coverage: Contractors must be registered and in good standing with WorkSafeBC. Proof of coverage will be required.
- Independent Contractor Status: This is an independent contractor role. The successful applicant will be responsible for managing their own taxes, insurance, and any subcontractors they engage.
- Criminal Record Check: A current criminal record check will be required

To Apply:

Please send your resume, a brief cover letter, and any relevant examples of past work or events coordinated to kimcranfoodhub@gmail.com. Applications will be reviewed on a rolling basis.