



### **Food and Beverage Sector Coordinator**

This part-time position (20 hours/week) is hosted by the South Huron Chamber of Commerce. The position starts immediately and extends to October 31, 2017.

The Food and Beverage Sector Project Coordinator (PC) will have a project management background and food and beverage sector experience. They will have strong communication and computer skills and good understanding of the topic area and audience and the analysis process. They will have the ability to work independently and have previously worked with volunteers and/or business owners.

The PC will reach out to sector businesses to recruit steering committee members for a Huron County Food and Beverage Industry Roundtable. He/she will create a sector benchmarking report, developing both a baseline and a template for future measurement. The PC will organize a food summit based on sector input and develop collaborative promotional and marketing opportunities. The Project Coordinator will prepare a final report and recommendations for further sector engagement.

The Project Coordinator will:

- Update and expand on the project work plan, setting incremental timelines and goals to move the project forward.
- Will act as Steering Committee (SC) liaison and create a diligent reporting/approval process.
- Manage the budget with oversight from the Steering Committee and SHCC as lead partner.
- Will create a communication plan that will identify key messages and target audiences.
- Will be responsible for promoting the initiative to a wider audience and for preparing communication documents including media releases, brochures, flyer, posters, and other related publications.

Applications must be received by **Friday, May 19 at 4pm**. Applications can be submitted to [office@shcc.on.ca](mailto:office@shcc.on.ca) or dropped at the South Huron Welcome Centre, 483 Main St. S., Exeter, ON.

*While we appreciate all interested applicants, only those selected for an interview will be contacted.*