



Nourish

Manager, Events and Operations

Location: Virtual, remote

Start Date: Summer 2024

Position Type: Full-time, permanent

Experience Level: Mid-level (4-5 years in program, operations, and/or events role)

Salary: \$60,000-\$80,000 + benefits

About Nourish Leadership

Nourish envisions a future in which the full potential of food as medicine is honoured and realized in Canadian health and food systems. We equip, connect, and lift leaders, both inside and outside the walls of health care, to make food a cornerstone of the transition towards a preventative, equitable and sustainable health system. Nourish's core programs support health care leadership cohorts, planetary health menus, Indigenous foodways and policy innovation.

Find out more at nourishleadership.ca.

The Role:

As Events and Operations Manager, your primary duties and responsibilities will be focused on maintaining, improving, and developing systems for administration, finance and operations for the virtual organization, as well as providing support for Nourish in-person events (workshops, retreats, bi-annual national Symposium). The Manager will also function as a core team member providing additional program support as needed.

Key Responsibilities

Operations:

- Manage invoices, expense claims, honorarium payments, and other financial tasks.



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- Support team with health expense claims and questions.
- Assist Co-Executive Directors with calendar bookings and key meetings.
- Prepare documents for the Board of Directors.
- Support team in funder reporting and fundraising.
- Train and troubleshoot key platforms; periodically review and optimize tools.
- Manage engagement and data capture in CRM.
- Provide technical support for webinars.
- Handle other administrative tasks as needed.

Event Management:

- Manage logistics for in-person team retreats (venue research, transportation, catering, activities).
- Coordinate design and delivery of the national Symposium (estimated 300 participants) in fall 2025, including work plans, budgets, and logistics.
- Support Nourish team-hosted webinars and large virtual convenings with back-end support on Zoom, invitations, building breakout rooms, etc.

Core Nourish Team Role:

- Collaborate with the team for effective engagement with program participants, advisors, funders, and partners.
- Conduct research and writing activities, develop resources and case studies, and contribute to newsletters, blogs, and reports.
- Provide leadership through facilitation, logistical, and administrative activities, including budgeting and expense reports.
- Contribute to strategic learning, program, and operational improvements.
- Participate in team meetings and retreats, and support logistics for Nourish convenings.
- Engage in DEI learning programs and incorporate social justice values into all activities.



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Qualifications

- Bachelor's degree in a relevant field.
- Proven experience as an Events/Operations Manager or similar role.
- Excellent written and verbal communication skills. Proficiency in a second language is an asset but not an essential qualification.
- Understanding of current issues in food and health systems.
- Strong project management skills.
- Experience in non-profit operations, financial management, and administration.
- Experience in managing events from conception to completion.
- Strong interpersonal skills and ability to work collaboratively.
- Proficiency in project management tools and virtual platforms (Asana, Google Workspace, Microsoft Suite, Hubspot, Miro, Zoom, Slack).
- Ability to work from a remote home office.
- Willingness to travel and work flexible hours as needed.

Benefits:

- Health benefits
- Group RRSP Matching (4% employee contribution matched by employer)
- Three weeks' vacation plus one week over winter holidays
- Summer half-day Fridays

Join us to support Nourish in driving meaningful change and making food a cornerstone of the transition towards a preventative, equitable, and sustainable health system!

How to Apply:

Please submit a cover letter with your resume outlining why you meet the qualifications and where you found the job posting to our recruitment partner, Business Sherpa Group at [**careers@businesssherpagroup.com**](mailto:careers@businesssherpagroup.com)

Nourish Leadership is an equal opportunity employer, and we are committed to creating an inclusive environment for all employees. We welcome applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities, and/or people with intersectional identities.



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We provide accommodation and support to persons with disabilities throughout the recruitment and selection process. Please let us know if you require any special accommodation or support when applying.

Please submit your application by June 19th, 2024.