



Food Regina ([foodregina.ca](http://foodregina.ca)) is a newly created umbrella group that is working as an advocate for food issues in Regina. The board of Food Regina is comprised of a number of public and private sector entities who share a common goal of an accessible and sustainable local food system. Key priorities for this year include: content development for digital platforms, support for the development of a “Food Hub,” and the promotion of urban agriculture best practices.

Food Regina is seeking a firm or individual who is able to provide a range of communication, consulting and administration services in a “capacity on demand” model. We are open to suggestions; but the current thinking is that services would be provided in either an hourly rate or a fixed amount retainer.

The range of services includes:

#### **Communications**

- Develop and manage social media and website content
- Develop and disseminate a digital newsletter
- Coordinate and design print and online promotion materials. The brand identity and key collateral pieces have already been designed.

#### **Consulting**

- Identify potential funding sources and coordinate/complete funding applications
- Coordinate relationships with project funders, including interim and final reports
- Play a lead role in coordinating Food Regina projects and events

#### **Administration**

- Provide support in developing Food Regina project budgets
- Maintain the contact database
- Monitor and respond to inquiries via Food Regina email/social media

Interested parties are invited to submit a proposal on or before July 11, 2016, to Andrew Rathwell at [andrew@localandfresh.ca](mailto:andrew@localandfresh.ca).