



Post Secondary Research Coordinator

ORGANISATION OVERVIEW

Scarborough Food Security Initiative (Feed Scarborough) is a community driven and led charity in South Scarborough focused on Food Insecurity and Poverty in the region. Born out of the 2020 pandemic, Feed Scarborough has three levels of approach to Food Insecurity. The “Urgent Need approach (We run 6 Food Banks, Mobile Soup Kitchens, Farmers Market and Covid Vaccine awareness Programmes), The “Long Term Sustainable” approach (We run business incubation programme for our clients, Culinary and Hospitality training programme for Youth, Community Gardens and training on growing sustainable food), The “Systemic” approach (We realize that we can never solve the food insecurity problem without significant policy change. Food is a Human Right in Canada, and we need our governments to uphold the commitment that Canada made over 50 years ago. Currently we serve over 7500 community members every week through our programmes.

ROLE OVERVIEW

As the Post-Secondary Research Coordinator at Feed Scarborough, you will play a pivotal role in advancing our mission of promoting food security and poverty reduction within the post-secondary education sector. Your primary focus will be on fostering collaboration with colleges and universities, engaging student representatives, and establishing a collective forum to address food insecurity at the post-secondary level.

Position Responsibilities:

- Develop and maintain relationships with colleges, universities, and student representatives.
- Establish a collaborative forum involving student representatives, academic staff, and community stakeholders to address and strategize solutions for food insecurity in post-secondary institutions.
- Create comprehensive surveys to gather data on food insecurity issues within post-secondary communities.
- Collect, organize, and analyze data obtained through surveys and other relevant sources.
- Compile research findings into detailed reports, highlighting key trends, challenges, and potential solutions.
- Schedule and facilitate regular meetings with stakeholders, ensuring effective communication and progress tracking.
- Organize Zoom meetings and virtual events to facilitate discussions and knowledge-sharing.
- Advocate for policy changes and resource allocation to address food insecurity at the post-secondary level.
- Represent Feed Scarborough at relevant conferences, seminars, and community events.
- Handle any other tasks or special projects as assigned by the supervisor.



KEY SUCCESS FACTORS

- Research Methodology Proficiency
- Strong Data Analysis Skills
- Strong and Effective Communication
- Community Sensitivity
- Team Collaboration
- Ethical Standards Adherence
- Problem-Solving Ability
- Time Management
- Data analysis and evaluation skills
- Adaptability and innovative thinking
- Leadership and team management capabilities
- High school diploma or equivalent education required.
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- ***This is a part of Canada Summer Jobs programme, so you will need to be between the ages of 15yrs – 30 years, and be a citizen or permanent resident or refugee claimant in Canada.***

We are excited to talk to you about the opportunity to join our team! Please Email your cover letter, resume to: hr@feedscarborough.ca - Please identify the position that you are applying for, in the subject line.

Application Deadline: As Soon As Possible

Job Types: 8 weeks, starting As Soon As Possible

Salary: \$16.55 per hour

Schedule:

- 7 hours per day (35 hours per week)
- Typically Tuesday to Saturday (11am – 6:30pm) – Some Weekends and evenings might be required)
- **Work Location: 4630 Kingston Rd, Scarborough or 772 Warden Ave, Scarborough**