

FOOD PROGRAMS COORDINATOR - JOB POSTING

Work Terms: 16-month contract with the possibility of renewal
Hours of Work: 20 hours, 4-5 days per week, Monday to Friday
Wage Range: \$21.00 to \$24.00 per hour commensurate with experience
Benefits: Healthcare spending account
Start Date: ASAP

Summary:

The Georgina Community Food Pantry's (GCFP) mandate is to Nourish Our Community and Inspire Change by providing dignified access to good food, as it supports food-insecure people in Georgina. With our mandate in mind, the Coordinator will be responsible for developing and coordinating food security initiatives. These include the food pantry, community garden, and community kitchen activities, aimed to assist those food-insecure people in our community. If you are enthusiastic and care about supporting those in need, this may be the perfect role for you. For the right candidate, there is a potential for a permanent contract and some flexibility around the 20 hours per week schedule.

Main Job Responsibilities:

- Lead and coordinate the logistics of the GCFP, including supply sourcing, procurement, and distribution.
- Coordinate a range of future activities related to the GCFP's community fridges and/or satellite locations.
- Coordinate activities and participant engagement related to the community garden and community kitchen programs.
- Create educational and training materials to raise awareness about food security and sovereignty.
- Assist in advocating for changes in existing government programs/policies to improve clients' food security.
- Work closely with the Executive Director (ED) in the implementation of policy, programs, and plans related to good food and health.
- Assist in improving local people's food security through their participation in community development activities.
- Participate in the building of partnerships with local organizations and agencies to support food clients.
- Help represent the GCFP on local food security-related networks and good food organizations.
- Assist with research of funding opportunities and develop proposals to enhance the GCFP Food Security Program.
- Ensure the GCFP food programs are operated within the Food Banks Canada and other food safety standards.
- Liaise with the GCFP management, board, and stakeholders in the promotion of GCFP's vision and strategic plans.
- Help to prepare food services monthly stat reports for the Board in conjunction with the ED
- Manage non-online donations by posting on DMS program, send IT receipts, and assist with bank deposits
- Maintain accurate admin records (filing) associated with GCFP operations, finances, and grants
- Assist the Fundraising Committee with donor management platform maintenance and other fundraising initiatives
- Other duties as assigned

Qualifications and Core Competencies:

- Demonstrated commitment to professionalism and fostering relationships, while providing tangible results
- Solid computer skills (including Microsoft Office and DMS database)
- Excellent oral and written communication skills
- Ability to maintain confidential and sensitive information
- Experience working with vulnerable populations and people experiencing poverty is considered an asset
- Post-secondary education in a related discipline is considered an asset
- Understanding and promotion of anti-oppressive practices
- Self-directed and well-organized with attention to detail
- Experience in food security programs and ability to inform and direct clients are considered an asset

**Please email your resume and cover letter to cesar@georginafoodpantry.com by
January 6, 2023. Note that only those candidates selected to be interviewed will be contacted.**