



Community Programme Coordinator

ORGANIZATION OVERVIEW

Scarborough Food Security Initiative (Feed Scarborough) is a community-driven charity in South Scarborough focused on addressing food insecurity and poverty. Founded during the 2020 pandemic, the organization operates through a three-tiered approach: meeting urgent needs through programs such as food banks, the Healthy Meal Truck and Foodabundance, Rx Eats, farmers markets, and community outreach; building long-term sustainability through initiatives like FoodHall TO, Startup Scarborough, youth culinary and hospitality training, the Bridge Program for job readiness and confidence building, and community gardens; and advancing systemic change by advocating for equitable food systems and the recognition of food as a fundamental human right in Canada. Complementing these efforts are programs like Seniors Social Circles, which promote social connection and well-being. Feed Scarborough currently serves over 5,000 community members each week, working toward a more resilient and food-secure future.

ROLE OVERVIEW

As the **Community Service Worker** for the **Startup and Bridge Program**, you will play a key role in supporting business development, participant recruitment, and program promotion. Your work will help aspiring entrepreneurs access training, mentorship, and incubation resources to build sustainable businesses and economic independence.

POSITION RESPONSIBILITIES

- Support the planning, coordination, and delivery of the Startup and Bridge Program's business development sessions, workshops, and mentorship activities
- Promote the program through outreach, community engagement, and digital channels to recruit aspiring entrepreneurs
- Build and maintain relationships with local businesses, community partners, and potential clients to foster program growth
- Coordinate scheduling, logistics, and setup for training sessions, events, and networking opportunities
- Assist participants in accessing resources and navigating program services, providing frontline support and guidance
- Maintain accurate records of participant engagement, and program outcomes for reporting and evaluation



- Collaborate with mentors, trainers, and staff to improve program offerings and participant experience
- Collect and analyze feedback from participants to support continuous improvement and measure impact
- Represent Feed Scarborough at community events and assist in marketing the program to new audiences
- Support administrative tasks including material preparation, data entry, and progress tracking
- Perform other duties or special projects as assigned by the supervisor

KEY SUCCESS FACTORS

- Excellent communication and interpersonal skills with a passion for community empowerment and entrepreneurship
- Sales-minded with the ability to engage and motivate clients from diverse backgrounds
- Organized, proactive, and detail-oriented with strong multitasking abilities
- Experience in business support, customer service, or community engagement is an asset
- Comfortable working independently and as part of a collaborative team
- Familiarity with MS Office and digital marketing or CRM tools is a plus
- Flexibility to support occasional evening or weekend events as needed
- ***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.***

Application Deadline: As Soon As Possible

Job Types: 8 weeks

Salary: \$17.60 per hour

Schedule:

- 7 hours per day (35 hours per week)
- Typically Monday to Friday (9am – 4:30pm) – Some Weekends and evenings might be required)
- **Work Location: 772 Warden Ave., Scarborough, ON, M1L 4T7 and 5210 Yonge St, North York, ON, M2N 5P6**



Application Instructions:

We are excited to connect with you about the opportunity to join our team!

Please email your cover letter and resume to hr@feedscarborough.ca.

In the subject line, kindly indicate the position you are applying for and your preferred cohort:

- Cohort 1: May – June
- Cohort 2: July – August

Example subject line:

Application – [Position Title] – Cohort 1 (May–June)