



# Manager - Non Food Programmes

## ORGANIZATION 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 4 Food Banks, Mobile Soup Kitchens 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 1000 Families every week through our programmes.

## ROLE OVERVIEW

### Leadership

A servant leader who can mentor and support the Scarborough Food Security Initiative's team in realizing impactful programming and help community members. We need an inspirational and articulate individual that is politically astute and possesses exceptional interpersonal and communication abilities.

The Manager - Non Food Programmes must be able to delegate and set clear priorities in the development of teams and new programs as they align with our mission, vision and values while still maintaining our relationships and delivering on existing programs and contractual agreements. A keen problem-solver, the Manager of Non Food Programmes must excel at driving to consensus among differing opinions. They are confident, transparent, encouraging of creativity and collaboration, and are capable of building and fostering effective teams and forging long-lasting and collaborative relationships and partnerships.

The Manager of Non Food Programmes must be able to balance learning about and valuing Scarborough Food Security Initiatives’s history and past successes with a vision and commitment to support the leadership to move the organization in the future.

### Mission & Values Alignment

The Manager of Non Food Programmes must have a passion for business, community building, and in particular to ensure support services are accessible by all. They should have at least some previous experience with the business/community service sector to mentor and support the staff and volunteer team in realizing change. They should be highly adaptable, creative and strategic with a passion for driving change in how Scarborough residents access food and services. They will be decisive and yet inclusive and will demonstrate a willingness to listen to other voices to achieve the most optimal solution for the challenge at hand.

### Fundraising

The Manager of Non Food Programmes will need to play a key supporting role in fundraising, specially for Non Food Programmes.

### Management

The Manager of Non Food Programmes will bring to this position non-profit acumen, strong financial and human resources management skills and an unwavering entrepreneurial spirit. They will ensure the team is well supported. Show ownership of various programmes and running of this organization. Will support the financial documentation and health of the organization. Will work very closely with the Senior leadership to ensure that the culture of the organization is preserved.



### **Human Resources**

Manage staff and volunteers using human resources policies, procedures and practices including hiring, orientation, training, evaluations and/or performance reviews, discipline, when necessary termination, and update and maintain current job descriptions for all staff and volunteers. Coach and mentor staff as appropriate to improve performance. Plan for future staffing requirements and determine the experience, skills and personnel qualities needed to effectively deliver programs and services.

### **Financial**

Ensure appropriate financial management of the organization's budget, including appropriate bookkeeping and accounting procedures are followed. Ensure appropriate and timely reporting to the Executive Director and funding bodies. Ensure Feed Scarborough's files and records are appropriately safeguarded and managed. Identify and evaluate the risks to Feed Scarborough (e.g. impact to clients, staff, management and volunteers) with respect to property, finances, goodwill and image. Implement measures to mitigate and control risks.

### **Operations**

Oversee the efficient and effective day-to-day operations of Feed Scarborough. Develop and implement operational plans which oversee Feed Scarborough's programs, projects and services; • Establish a positive, healthy and safe work environment in accordance with all relevant legislation; • Ensure that the operation of Feed Scarborough meets the expectations of its clients, Board and other stakeholders.

### **KEY SUCCESS FACTORS**

- Bachelor's degree or diploma in Management and/or business or related field.
- Experience working and managing a Not For Profit Organization is an asset.
- Book Keeping, Accounting and Audits is an asset.
- Having a clean Ontario Driver's License (G) is an asset.
- Experience in Volunteer Management.
- Knowledge and experience in the application of social media platforms (i.e., Instagram, Facebook, Twitter, Snapchat, LinkedIn, TikTok, etc.).
- Past history of managing business and organization(s) is an asset.
- Tech savvy with a flair for creativity, innovation and design.
- Strong management experience in managing human resources.
- Excellent oral and written communication skills.
- Detail oriented with strong organizational skills.
- Strong research, project management, and analytical skills.
- A key team player who is willing to support all team members and clients, with a client-centered approach.
- Having a deep understanding and/or lived experience with Food Insecurity preferred.

We are excited to talk to you about the opportunity to join our team! This is an exceptional opportunity to build your skillset in marketing and social media! Please Email your cover letter, resume and examples of social media platforms managed by you to : [hr@feedscarborough.ca](mailto:hr@feedscarborough.ca)

Application Deadline: Rolling Application till the position is filled.

Job Types: Full-time, 1 year Contract, In person

Salary: \$26.50 per hour + Medical & Dental Benefits

Schedule:

- 5 days per week
- Typically Monday to Friday (Might be some exception for weekends and evenings)