



Community Food Coordinator

Organizational Profile

The North York Harvest Food Bank is the primary food bank for northern Toronto, distributing more than 1.6 million pounds of food last year through sixty neighbourhood programs.

An independent, charitable organization, we envision a community where all members are able to meet their food needs. Our efforts are focused in three major areas: developing dignified community food programs, creating public awareness about hunger and its causes and engaging the community in deciding how best to meet its food needs.

Position Summary

North York Harvest Food Bank is looking for a passionate program coordinator with food project and/or neighbourhood-based community organizing experience. This individual will work in the Don Mills-Sheppard neighbourhood to coordinate and increase access to community food programming through the Community Food Space.

The Community Food Space is a collaborative project run primarily by North York Harvest Food Bank, Fairview Community Health, and Working Women Community Centre but with support from a number of community agencies. This 500 square foot space will house a number of different programs including a food bank, community kitchens, healthy eating workshops, gardening workshops, and “cook and chat” programs for new Canadians.

The Community Food Coordinator will manage the community food bank and coordinate use of the food space.

Reporting Relationship: Reports to the North York Harvest Senior Manager, Community Engagement

Hours: 37.5 hours/ week including some evening and weekend hours

Responsibilities:

- Provide leadership and direction in developing a new food bank program in the Don Mills-Sheppard neighbourhood
- Coordinate use of the food space, including communication with external agency staff and coordinating program schedules, booking groups, and ensuring that programs are run safely
- Establish and chair a council of community stakeholders to assist with program development and decision-making
- Provide effective volunteer training, support and supervision
- Supervise the distribution of food hampers while taking into account personal choice, health and cultural needs

- Manage food inventory including deliveries and purchases to ensure fair and equitable distribution
- Develop and monitor policies and procedures that ensure a dignified service and safe practices
- Ensure that participants receive appropriate information and referrals to community and government services such as settlement, housing, employments, social assistance, health, etc.
- Coordinate on-site intake opportunities for itinerant service providers
- Offer workshops, training and field trips for participants, including topics identified by them
- Work to integrate other community food programs into programming
- Maintain a range of public information material and resources
- Keep accurate and up-to-date database records on service use, referrals and case notes and provide timely reports as required
- Maintain regular communication with other local service providers for the purposes of building partnerships and staying connected
- Participate in and support neighbourhood network initiatives including the Fairview Food Security Network and Fairview Interagency Network
- Monitor and measure the effectiveness and outcomes of programming
- Other duties as required

Qualifications:

- Minimum 2-year college diploma in social service work/community work or university degree
- Minimum of 2-3 years experience in a related role
- Interest in working in a medium-sized non-profit environment
- Experience in food project and/or neighbourhood-based organizing experience
- Food handling experience and/or certificate an asset
- Experience in outreach, leading workshops, and presentations
- Strong communication and organizational skills
- Strong crisis intervention and de-escalation skills
- Excellent information and referral skills and knowledge of community services in Toronto
- Ability to exercise good judgment, problem solving, and flexibility in response to changing situations and needs
- Knowledge of poverty and food security issues in Toronto
- Knowledge of anti-oppression principles
- Familiarity with or experience working in Don Mills-Sheppard or surrounding neighbourhoods is an asset
- Fluency in a second language including Farsi, Mandarin, Arabic, Spanish an asset
- Strong communication skills and ability to work as a team
- Computer skills (MS Office, Internet, data entry)
- Ability to work evenings or weekends as required

To apply in confidence, please forward cover letter and resume to jobs@northyorkharvest.com, no later than Thursday, August 23,

2012. Please attach these documents to your email and insert them in the body of the email. Unfortunately, we do not have the capacity to respond to phone calls.

Please also indicate your availability for interviews on the week of August 27.

North York Harvest Food Bank is committed to employment equity and encourages applicants from equity seeking groups.

We thank all applicants for their interest, however, only those to be invited for an interview will be contacted.

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