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| <p><b>Position:</b> Food Security Program Coordinator<br/><b>Department:</b> Food Security<br/><b>Reports to:</b> Director of Food Security</p> |
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### **Position Summary**

JFS seeks a Food Security Program Coordinator to create and implement programs based out of our new space, The Kitchen. This is an exciting opportunity for an individual who is passionate about food security and building community. You could be a fit for this role if you have a can-do attitude, are solutions-focused, creative, and take pride in and ownership of what you will contribute to the Food Security Department. This role will work collaboratively with our client population to build programs centered around community, nutrition, education and local farms and gardens. This position must display a high degree of sensitivity to disadvantaged populations, independence and confidentiality.

### **JFS**

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for 83 years. The agency delivers a continuum of social service programs to the Jewish and broader community, throughout the Lower Mainland. JFS has a long-standing reputation for creative and professional response to community needs. JFS is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.

### **Duties and Responsibilities**

- Plan, coordinate, and execute dynamic and accessible programs for adults of all ages, families and children with a focus on nutrition and food security and in line with JFS mission, values, goals and practices
- Responsible for all aspects of programming; including execution and evaluation to meet programmatic goals
- Develop and maintain an awareness and understanding of community and work collaboratively with partners, clients, volunteers and fellow staff members, while building positive relationships
- Provide support and leadership to develop positive team interaction between staff, clients, and volunteers
- Direct and supervise program staff/volunteers in the performance of their duties, and visit all sites on a regular basis
- Completes administrative duties, including, but not limited to: maintaining and updating participant records in an online database; creating and updating staff resource and program manuals; development of work schedules; collecting and compiling information for statistical purposes
- Assist in the recruitment, onboarding, and orientation of volunteers and summer students for programs and events
- Design and deliver programs (in-person/virtual); promoting dignified access to healthy food
- Develop a facilitator's toolkit and training to ensure continuity of program delivery
- Assist with program promotion, outreach, and recruitment of program participants
- Compile and consolidate data for reporting requirements and collect stories of impact



- Work with partners and clients to develop and implement strategies to facilitate optimal learning and engagement, support client participation and promote their success
- Participate in local community organization activities and events when needed
- Perform additional tasks as assigned

### **Requirements and Qualifications**

- Minimum five years' experience in community development, human services, social services and/or equivalent background in project coordination and curriculum design; with experience supervising and leading teams
- Undergraduate degree in community development, human services, social services and/or equivalent experience in project coordination and curriculum design
- A personal commitment to social justice, dignified food access, and health and wellness
- Self-motivated, excellent organizational and problem-solving skills
- Team player with proven track record of building respectful professional relationships
- Positive and enthusiastic attitude
- Integrity, sound judgment, tact, discretion and a healthy sense of humor
- Ability to maintain calm demeanor in stressful work situations, and work with a diverse population of individuals facing complex challenges, multiple barriers and diverse needs
- Ability to work with competing deadlines and complete tasks as assigned, sometimes on short notice
- Ability to work independently and collaboratively as part of a team
- Experience working with clients living with mental health and/or addiction issues is an asset, as well as ability to support survivors of gender-based violence or trauma
- Knowledge of Jewish culture and traditions as well as familiarity with local Jewish and general community resources an asset
- Valid driver's license and access to a vehicle
- Ability to work with Microsoft Office programs (Word, Excel, Outlook) and agency database
- Excellent communication skills (written and verbal English). A second language (specifically Russian) would be an asset
- Ability to work flexible hours, including occasional evenings and weekends as needed

### **Compensation**

This is a full-time position, 35 hours per week. Salary is commensurate with experience.

### **Start Date**

July 2021

### **To Apply**

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting "Food Security Program Coordinator" to Rachel Shanken, Director of Operations at [jobs@jfsvancouver.ca](mailto:jobs@jfsvancouver.ca) by June 25, 2021. Please note that only qualified candidates considered for an interview will be contacted.