



## **FOOD SECURITY LOGISTICS COORDINATOR**

### **Position Summary**

JFS seeks a Logistics Coordinator to support the operational planning and organizing of our food security programs. This role will work collaboratively with our food security team and our volunteer drivers to ensure that JFS clients receive much-needed groceries and prepared meals. This may be the job for you if you are a detail-oriented, spreadsheet wizard with a passion for problem solving and managing complex systems. The ideal candidate has a can-do attitude, is solutions-focused, creative, and takes pride in their contributions to their work.

### **About Us**

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for over 80 years. Our mission is to provide essential supports fostering the social, physical and emotional wellness of individuals and families most in need. Join us to make a meaningful impact by proactively addressing challenges, embracing change, and uplifting lives. JFS is an equal opportunity employer. All applicants will be considered for employment regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.

### **Benefits & Compensation**

JFS offers a competitive benefits package including generous paid time off, paid sick days, paid health and dental benefits, and RRSP matching. This is a full-time position, 35 hours per week. Salary is commensurate with experience.

### **Duties and Responsibilities**

Reporting to the Director of Food Security, the Food Security Logistics Coordinator will be responsible for:

- Working collaboratively with the Food Security team to provide back end logistical support for all food security programs
- Volunteer driver intake and scheduling using our custom F.O.O.D database
- Route creation for client deliveries for weekly, monthly and holiday food security programs
- Communication with, and coordination of, volunteer drivers prior to their shift, as well as trouble-shooting as needed while they are en-route
- New client registration

### **Requirements and Qualifications**

- Undergraduate degree in computer science, human resources or equivalent work experience
- Tech savvy with solid customer service skills
- Strong knowledge of Microsoft Office programs (Word, Excel, Outlook) and databases
- Excellent organizational skills with good attention to detail



- Excellent time management skills
- Exceptional communication skills (written and verbal English), personable
- 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

**Start Date**

November 2021

**To Apply**

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting "Food Security Logistics Coordinator" to Rachel Shanken, Director of Operations at [jobs@jfsvancouver.ca](mailto:jobs@jfsvancouver.ca) by November 8, 2021. Please note that only qualified candidates considered for an interview will be contacted.