



Food Security Community Programs Coordinator

Position Summary

JFS seeks a Food Security Community Programs 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 literacy 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 your contributions. This role will work collaboratively with our client population to build programs centered around community, nutrition, education, local farms and gardens.

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

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 range is \$48-\$50K; commensurate with experience.

Duties and Responsibilities

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

- Planning, coordinating, and executing dynamic and accessible programs for adults of all ages, families and children with a focus on nutrition and food literacy and in line with JFS mission, values, goals and practices
- All aspects of programming; including execution and evaluation to meet programmatic goals
- Developing and maintaining an awareness and understanding of community and working collaboratively with partners, clients, volunteers and fellow staff members
- Guiding program staff and volunteers in the performance of their duties; including onboarding, training and ongoing mentorship
- Completing administrative duties, including, but not limited to: maintaining and updating participant records in an online database; creating and updating staff resource and program manuals
- Assisting with program promotion, outreach, and recruitment of program participants
- Participating in local community organization activities and events when needed
- Coordinating our seven food hubs located across the lower mainland; including visiting the hubs regularly
- Performing additional tasks as assigned
- Creating an inclusive, welcoming and supportive environment for all participants

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
- 3-5 years of experience in volunteer coordination; including supervising and leading volunteer teams. Or experience in a similar or related field
- A personal commitment to social justice, dignified food access, and health and wellness
- Excellent organizational skills with good attention to detail
- Ability to work with competing deadlines and complete tasks as assigned
- Ability to work independently and collaboratively as part of a team
- 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. Experience working with clients living with mental health and/or addiction issues is helpful
- Valid driver's license and access to a vehicle
- Excellent communication skills (written and verbal English)
- Ability to work with Microsoft Office programs (Word, Excel, Outlook, etc.) and database
- Energetic and have a positive and enthusiastic attitude
- This position must display a high degree of sensitivity to disadvantaged populations, independence and confidentiality.
- Integrity, sound judgment, tact, discretion and a healthy sense of humour and fun
- Ability to work flexible hours, including occasional evenings and weekends as needed

Start Date

Late January 2022

To Apply

If you are qualified and interested in this opportunity, please email a cover letter and resume to Rachel Shanken, Director of Operations at jobs@jfsvancouver.ca subject "Food Security Community Programs Coordinator" by January 10, 2022. Applications will be considered on a rolling basis. Please note that only qualified candidates considered for an interview will be contacted.

JFS is an equal opportunity employer. All applicants will be considered for employment regardless of race, religion, gender, sexual orientation, national origin, or disability status.