



## **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 clients, volunteers and donors 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 85 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. 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 is commensurate with experience. 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**

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

- Planning, coordinating, and executing dynamic and accessible programs with a focus on food literacy and community well-being and in line with JFS mission, values, goals and practices
- All aspects of programming; including planning, 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, managing program expenses, developing partnership agreements
- Taking a lead role in program promotion, outreach, and recruitment of program participants
- Participating in local community organization activities and events when needed
- Supporting our seven food hubs located across the lower mainland; including visiting the hubs regularly to develop or support programs
- Performing additional tasks as assigned
- Creating an inclusive, welcoming and supportive environment for all participants



### **Requirements and Qualifications**

- BA in related field or relevant work experience
- Minimum five years' experience in community development, human services, social services and/or equivalent background in project coordination and curriculum design
- Three to five 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 individuals 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 databases
- Energetic and has a positive and enthusiastic attitude
- Integrity, sound judgment, tact, discretion and a healthy sense of humour and fun
- Ability to work flexible hours, including evenings and weekends as needed

### **Vaccination Policy**

JFS requires that all employees and volunteers are fully vaccinated against COVID-19. Anyone hired after January 1, 2022 will be required to show evidence that they have received at least one dose of the vaccine prior to employment, and we will require that they be fully vaccinated within 30 days of their start date.

### **Start Date**

February 20, 2023

### **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](mailto:jobs@jfsvancouver.ca) quoting "Food Security Community Programs Coordinator" by February 6, 2023. Applications will be considered on a rolling basis. Please note that only qualified candidates considered for an interview will be contacted.