



## **FOOD SECURITY OPERATIONS COORDINATOR**

### **Role Overview**

The Food Security Operations Coordinator will manage the operations and logistics of the JFS Food Centre “The Kitchen” and all related food security programs. Reporting to the Director of Food Security, this role will work collaboratively with our food security team to ensure smooth delivery of all Food Security programs and services.

### **What You Will Do**

- All logistics and operations of the Kitchen and related food security programs
- Food procurement for all programs
- Growing food recovery initiatives and securing in-kind donations
- Day to day logistics of the grocery program; including client management
- Working collaboratively with the FS Director, Community Engagement Coordinator and Logistics Coordinator to implement programs and initiatives
- Giving input into and planning of special projects as assigned
- Working with the Food Security Director to monitor the food procurement budget
- Assisting with managing staff drivers
- Maintaining, updating and streamlining processes and procedures and maintaining spreadsheets, database and tracking tools
- Using the Apricot database and Google to process referrals, to input clients and track usage
- Participating in local community organization activities and events when needed
- Ability to occasionally work evenings and weekends
- Additional tasks as assigned

### **What You Will Bring to the Job**

- Minimum of one-year experience in non-profit
- Strong organizational and time management skills
- Excellent communicator, i.e. good listening skills, respectful team player
- Exceptional skill in using Excel, databases, email and word
- Russian language skills an asset

### **What You Will Receive**

- Competitive salary in the non-profit marketplace. The salary range for this role is \$52,000-\$54,000 for a full-time position; 35 hours per week
- JFS offers a competitive benefits package including generous paid time off, paid sick days, paid health and dental benefits, and RRSP matching and hybrid remote work environment
- An opportunity to hone your skills and gain experience
- A chance to contribute in a meaningful way to making a difference in the lives of our clients and community



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### What We Do

Lives uplifted, a world repaired. In pursuit of our mission to support the social, physical and emotional wellness of all people, JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for over 80 years. Join us to make a meaningful impact by proactively addressing challenges, embracing change, and uplifting lives.

Values: We welcome everyone • We honour the individual journey • We are courageous and creative • We take pride in our work • We care deeply about people • We treat everyone with dignity and respect•

JFS is an equal opportunity employer. We are committed to creating an accepting and inclusive environment for all. Come and join our team.

### 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.

### Next Steps

- Submit your cover letter and resume to [jobs@ifsvancouver.ca](mailto:jobs@ifsvancouver.ca) with “Food Security Operations Coordinator” in the subject. Please note only applications with a cover letter and resume will be considered
- Applications will be accepted through **October 22, 2024**; applications will be considered on a rolling basis
- We hope to have someone in place by **November 2024**

If you have questions, please reach out to Rachel Shanken, Director of Operations – [rshanken@ifsvancouver.ca](mailto:rshanken@ifsvancouver.ca)