



**STRATHCONA**  
**COMMUNITY CENTRE**

*We take care of each other*

## **Strathcona Community Centre**

### **Job Posting**

### **Food Security Coordinator**

Food is integral to many programs at the Strathcona Community Centre. It brings people together, facilitates cross-cultural sharing, improves access to healthy food sources, and provides the fuel needed to ensure that everyone can take part in community recreational opportunities.

#### **OVERVIEW**

The **Food Security Coordinator** will oversee the community centre's food security programs, which include Breakfast Program, Backpack Program, Community Kitchens, canning clubs, farm trips and workshops. This team leader also develops and oversees food supports for other community centre programs including centralized food purchasing, menu planning, snack production, food and nutrition resources and food-related infrastructure such as kitchen equipment. The Food Security Coordinator collaborates with partner neighbourhood and city-wide food organizations. This position reports to the Community Recreation Supervisor and the Strathcona Community Centre Association (SCCA).

#### **RESPONSIBILITIES**

##### **Community Food Programs and Initiatives**

- Researching and shaping innovative food-related programs in response to community needs with input and collaboration from community members, other programs and the SCCA Board.
- Collecting process and outcome data, evaluating and applying results for continual improvement to food programming.
- Broaden community involvement and reaching isolated residents through a variety of outreach activities and communication avenues.
- Supporting and working with the SCCA's Food Security Committee to enhance food programming and connect with SCCA Board priorities and directions.

##### **Networking and Partnerships**

- Connecting with and supporting community members within the food programs and the broader community centre.
- Developing and maintaining connections with other agencies and funders.
- Coordinating work with other Program Areas within the community centre.

##### **Fundraising and Budget Management**

- Acquiring funding through grant applications, donations, fundraising and partnerships.
- Managing, monitoring and tracking a budget.
- Reporting on revenues and expenses to supervisor and SCCA Board.
- Reporting on program achievements to funders as necessary to meet funding obligations.

##### **Human Resources**

- Recruiting, hiring, onboarding and supervising food program staff
- Volunteer recruitment, coordination and training.
- Team-building and collaborative program development
- Facilitating professional development including ongoing support, performance reviews & training
- Payroll, HR agreements, health and safety orientations



### **Operations and Administration**

- Coordinating and facilitating centralized food purchasing and food preparation for multiple programs within the community centre.
- Managing of kitchen facilities, equipment and systems to keep the kitchens clean, safe and functional.
- Finding efficiencies within the current operation.
- Completing administrative duties, such as payroll, petty cash, reports, invoices, etc.

### **DESIRED QUALIFICATIONS AND CORE COMPETENCIES**

The ideal candidate will have strengths and core competencies in program development, coordination, and oversight as well as in interpersonal communications and ability to establish connections and trust with staff and community centre members.

- Minimum of a Bachelor's degree in Public Health, Food and Nutrition, Community Planning, or other related field
- Excellent communication skills (written and oral)
- Demonstrated interest and knowledge in food systems, food security, and nutritional health issues
- Ability to work with other people and organizations in a collaborative manner
- Demonstrated track record of successfully writing grants
- Ability to manage budgets, record keep, develop reports, and other administrative tasks
- Supervisory or team management expertise
- Program development and evaluation skills
- Organization and multi-tasking ability
- Familiarity using the Microsoft Office Suite including Word, Excel, and PowerPoint
- Previous experience working for a not-for-profit agency an asset
- Familiarity with the neighbourhood and other not-for-profit agencies an asset
- Valid Food Safety Level 1 certification (or willing to obtain)
- Valid BC Driver's License is an asset

### **JOB DETAILS**

Hours per week: 35 hours (full time)  
Wage rate: ranges from \$25 to \$27 per hour.

### **APPLICATION DETAILS**

To apply, please submit a one-page cover letter and Curriculum Vitae, including at least two references, to the Community Recreation Supervisor of Strathcona Community Centre.

Please submit CV to: Strathcona Community Centre  
Attn: Luke Balson, Community Recreation Supervisor  
601 Keefer Street, Vancouver, BC V6A 3V8  
Fax: 604 713-1848 or email: [Luke.Balson@vancouver.ca](mailto:Luke.Balson@vancouver.ca)  
Tel: 604-713-1841

Deadline for application: May 15<sup>th</sup>, 2019