



May 7, 2024

Internal/External Job Posting #CD11-24-02

Food Hub Assistant

Full-Time, Term Certain (Canada Summer Job)

Collingwood Neighbourhood House (CNH) is a not-for-profit Society serving the Renfrew-Collingwood (RC) neighbourhood of East Vancouver. CNH's mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

Renfrew-Collingwood Food Justice (RCFJ) is a team at Community Development Department at CNH. RCFJ promotes equitable access, intercultural learning and community leadership around sustainable growing, local food, food security, diverse food traditions, and healthy eating in the Renfrew-Collingwood neighbourhood. We believe that food is a human right, and that the "right to food" means much more than meeting basic nutritional requirements. We help bring neighbours together to find solutions to issues like hunger, isolation, and racism in our community.

Job Overview:

The Food Hub Assistant focuses on direct food distribution to members of our community facing food insecurity. The Assistant's key responsibilities are ensuring weekly food drops are made to key partners; coordinating the community fridge and pantry, Community Care Harvest Box (CCHB), Farmer's Market Nutrition Coupon Program (FMNCP) operations; Greater Vancouver Food Bank (GVFB) food order; volunteer management; and integrating principles of food justice into the food distribution program.

Responsibilities:

Program Delivery

- Support the team in delivering key programs, including the community fridge, weekly food distribution program, the CCHB program, and the FMNCP, GVFB food order, etc.
- Build strong networks of volunteers to support the implementation and maintenance of the programs
- Attend bi-monthly RCFJ Food Advisory Committee Meetings
- Ensure all programs are accessible and welcoming to all community members with diverse backgrounds and all ages

Communications

- Outreach to community members who are facing food insecurity
- Collaborate with different teams in CNH in order to support cross program referrals and generally strengthen the programs
- Coordinate Food Hub social media posts, photo collection and website contents
- Prepare food distribution program reviews and promotion materials for the bi-monthly e-newsletters

Administrative & Internal Tasks

- Attend weekly RCFJ team meetings and bi-weekly Community Development department meetings
- Keep up-to-date records on attendance of volunteers, participants, and programs delivered
- Perform other tasks as assigned

Eligibility

- Must be between 15-30 years of age at the start of the employment
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada

Qualifications

- Interest in food distribution, community resources, and food justice
- Basic knowledge of community development values including anti-oppression and equity
- Demonstrate interest, involvement, and knowledge of Renfrew-Collingwood community resources
- Capability to lift up to 30 pounds
- Excellent communication skills
- Familiarity with Outlook, Microsoft Excel, Microsoft Word and social media platforms
- Must provide Criminal Record Check Clearance
- Must be fully vaccinated against COVID-19

Assets:

- Food Safe and First Aid certification
- Oral and written proficiency in additional language(s)

Job Details:

- Salary: \$17.40/hr
- Schedule: 30 hours/week. The schedule is flexible and may include some evenings and weekends.
- Location: Collingwood Neighbourhood House (5288 Joyce Street, Vancouver)
- Date: June 10th, 2024 – Aug 31st, 2024 (12 weeks)

Application Process:

Applicants must be legally entitled to work in Canada. If you are not currently authorized to work in Canada, CNH will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local and internal applicants. We encourage applicants with lived experience of structural inequity to apply, and in particular those who identify as Black, Indigenous, People of Colour, LGBTQ2IA+, and those living with a visible or invisible disability.

This position is funded by the Employment and Social Development Canada (ESDC) Canada Summer Jobs Program.

PLEASE SUBMIT RESUME AND COVER LETTER TO:

Ross Oh

Food Hub Manager

Collingwood Neighbourhood House

5288 Joyce Street

Vancouver BC, V5R 6C9

Email:roh@cnh.bc.ca

Please Quote Reference #CD11-24-02
CLOSING DATE: May 20th, 2024 at 12pm

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED

*We thank all individuals who apply for this position and will contact shortlisted candidates directly.
No phone calls please.*