

Strathcona Community Centre - Job Posting Interim Food Security Manager

OVERVIEW

Food is at the heart of Strathcona Community Centre. It brings us together, fuels our bodies, and connects us to the land.

The Food Security Manager will oversee the community centre's food security programs, which include Breakfast Program, Backpack Program, community kitchens, farm trips and various food skills and land-based 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 Manager collaborates with neighbourhood and citywide partner organizations to address food insecurity through food access and community capacity building. This position reports to the Community Recreation Supervisor (Park Board) and the Strathcona Community Centre Association (SCCA) and will work closely with recreation programmers and other association staff.

RESPONSIBILITIES

Community Food Programs and Initiatives (20%)

- Creating, administering and evaluating innovative, equitable, and accessible food-related programs and events in response to community needs with input and collaboration from community members, community centre staff, and the SCCA Board
- Broadening 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
- Building community capacity through skills-building and leadership opportunities

Networking and Partnerships (20%)

- Building relationships with and supporting community members that access food programs
- Connecting with Strathcona community members to identify food security needs and opportunities to address them
- Building relationships and working collaboratively with neighbourhood and citywide partners to accomplish shared goals
- Coordinating food programs with other program areas within the community centre

Fundraising and Budget Management (20%)

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

Human Resources (25%)

- Recruiting, hiring, onboarding and supervising food program staff
- Volunteer recruitment, coordination and training
- Creating a safe and supportive working environment for food program staff



601 Keefer Street
Vancouver BC V6A 3V8
Phone: 604-713-1838
Fax: 604-713-1848

- Team-building and collaborative program development
- Facilitating professional growth including ongoing support and training
- Payroll, HR agreements, health and safety orientations

Operations and Administration (15%)

- 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
- 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.

- 2 years of program management experience in community food, community development, or social development
- 2 years of experience leading and supporting teams
- Demonstrated interest and knowledge in food justice, food security, and food systems
- Experience in applying principles of justice and equity in a community setting
- Experience using an anti-oppression and trauma-informed lens in creating and administering programs
- Knowledge of Indigenous history and food systems
- Ability to communicate articulately, respectfully, diplomatically and with sensitivity
- Experience with or knowledge of strengths-based community development models
- Ability to work collaboratively with both people and organizations
- Demonstrated track record of grant writing and reporting
- Ability to develop and manage budgets, keep records, develop reports, and other administrative tasks
- Bachelor's degree in a related field is an asset
- Previous experience working for a non-profit organization in a supervisory role is an asset
- Familiarity with Strathcona and the DTES is an asset
- A second language relevant to the Strathcona neighbourhood is an asset
- Valid Food Safety Level 2 certification (or willing to obtain)
- Valid BC Driver's License is an asset

JOB DETAILS

Starting as a six-month contract with possibility of extension to permanent

Hours per week: 35 hours (full time)

Wage: ranges from \$27.49 – \$30.99/hr depending on suitability and experience

Benefits: health benefits (after three month probationary period), vacation and sick time

To apply, please submit a one-page cover letter, resume, and at least two references to strathconacc@gmail.com with subject heading "Food Security Manager".

Deadline for application: August 18, 2021