



October 15, 2020

INTERNAL/EXTERNAL JOB POSTING #CD09-20-04

Community Service Worker (Food Distribution)

PART-TIME, TERM CERTAIN

Collingwood Neighbourhood House'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 (formerly the Renfrew Collingwood Food Security Institute) is based out of the Community Development department at Collingwood Neighbourhood House. 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

As a Community Service Worker, you will support the Program Coordinator with logistics and planning, purchase and storage of food, packaging and distribution of hampers, scheduling and deliveries, outreach, data collection and reporting, and wellness checks.

We encourage applicants with lived experience of structural inequity to apply, and in particular those who identify as Black, Indigenous, and/or people of colour and/or have lived experience with food insecurity. We will do our best to provide ongoing support and mentorship to ensure applicant success. We recognize that lived experience is an asset in and of itself.

RESPONSIBILITIES

- Work under the guidance and direction of the Food Hamper Program Coordinator to support food distribution at Collingwood Neighbourhood House
- Engage with community members who are accessing emergency food support to build connections and support information and referrals
- Support the scheduling and delivery of emergency food hampers
- Collect and maintains participant data
- Support wellness checks for community members
- Support communications initiatives including website and social media
- Actively engage with community members and organizations to promote programs, services and events
- Maintain existing and develop new relationships
- Provide excellent customer service
- Timely and comprehensive responses to internal and external inquiries

SKILLS & QUALIFICATIONS

- Knowledge of and/or interest in local and global food insecurity issues and ability to link these issues to frontline and neighbourhood-level work
- Experience or interest in anti-oppression, food justice, community development, community program delivery
- Self-motivated and self-directed; strong interpersonal, organizational, administrative, networking, leadership, problem solving, and communication skills
- Ability to work independently and collaboratively

- Satisfactory Criminal Record Search

This position is funded by the Canada Summer Jobs and to be eligible, youth must be:

- a) is between 15 and 30 years of age (inclusive) at the start of employment;
- b) is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian citizens or permanent residents.

ASSETS

- A resident of the Renfrew-Collingwood neighbourhood, and/or familiarity with the Renfrew-Collingwood community, including knowledge of local resources and networks.
- Lived experience of food insecurity, social isolation, migration, racism or other experiences of marginalization.
- Fluent in a second language; Cantonese, Mandarin, Punjabi, Tagalog, Arabic, Spanish, Coast Salish language(s).
- Sense of humour; ability to reflect, think critically and creatively and act thoughtfully.
- Possession of: Food Safe Level 1, First Aid Certification, valid BC driver's license and access to own vehicle.

JOB DETAILS

- Tuesday, Wednesday, and Thursday, 5 hours per day (15 hours per week)
- Start Date: November 1, 2020
- End Date: February 20, 2020
- Salary: \$16.30 per hour
- Location: Collingwood Neighbourhood House, 5288 Joyce Street, Vancouver, BC V5R 6C9

APPLICATION PROCESS

Applicants must be legally entitled to work in Canada. As per Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified internal and local applicants.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

WY Tsang

Hamper Program Coordinator
Collingwood Neighbourhood House
5288 Joyce Street, Vancouver, BC V5R 6C9
Email: foodsecurity@cnh.bc.ca

Please quote reference #CD09-20-04

CLOSING DATE: 11:59 PM on Wednesday, October 28, 2020

(Please save application in one PDF file as firstname_lastname.pdf)

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.

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