



Internal/External Job Posting # CS06-23-01
Grocery Shopping & Frozen Meals Program Coordinator
Full 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.

JOB OVERVIEW

The Grocery Shopping & Frozen Meals Program Coordinator will manage and provide oversight to the grocery shopping and frozen meals programs while working within the Senior's Team to support vulnerable, isolated seniors living in the Renfrew Collingwood community. This is a term certain position starting as soon as possible with an end date of March 28, 2024.

JOB RESPONSIBILITIES

Program Management

- Oversee program policies and procedures and make changes as necessary
- Oversee the day-to-day operation of the grocery shopping and frozen meal program
- Recruit, and train new incoming volunteers
- Screen for eligibility and intake clients as needed
- Manage incoming payments and volunteer reimbursements
- Track program outcomes using both qualitative and quantitative methods
- Keep organized records and reports of grocery and frozen meal orders
- Complete reports as required by agency and funder
- Assist with other duties as directed by your supervisor

Human Resources

- Recruit, train and manage program volunteers
- Work with educational institutions to place and support practicum students from relevant disciplines
- Provide direction and supervision to junior team members as requested by your direct supervisor

Communications

- Coordinate distribution of materials and bulletins promoting Grocery Shopping and Frozen Meal program to community partners
- Work with CNH Communications Coordinator to keep CNH website and social media information about Grocery Shopping and Frozen Meals up to date.

Financial Management

- Manage the program budget, tracking revenue and expenses.
- Assist in completing annual funding applications and budgets, when appropriate

Reporting

- Document progress of work through regular reports to Seniors Advisory Group and to your direct supervisor.
- Comply with all reporting requirements from funders
- Generate other reports as required or requested by your director supervisor

Other Duties

- Other duties as required by Program Director or supervisor

- Other duties that may be required by funder
- Work as part of CNH Seniors Program Team to assist with development and implementation of team-based initiatives and programs

Line of Authority - The Grocery Shopping & Frozen Meals Program Coordinator is accountable to the Team Lead of the Seniors Programs and Services and is part of the seniors' team.

QUALIFICATIONS

- Undergraduate degree or diploma in a related field or a combination of education and work experience with seniors' programs
- Two years recent related experience with vulnerable populations providing community outreach, group facilitation, and social support or an equivalent combination of education, training or experience.
- An egalitarian philosophy and non-judgmental attitude (i.e. gender, age, culture, race, sexual orientation, language, ability and more)
- Ability to establish and maintain rapport with clients from diverse cultural backgrounds and life situations.
- Previous experience providing culturally safe, trauma-informed care to marginalized populations.
- Experience working with interdisciplinary, culturally diverse teams.
- Respects diversity and promotes inclusion in the workplace.
- Extensive knowledge of community resources to support vulnerable seniors.
- Demonstrated ability in connecting clients to community supports and resources.
- Demonstrated ability to manage practicum students and volunteers.
- Demonstrated ability to oversee a project and provide strategic direction.
- Experience working collaboratively with community service providers.
- High calibre administrative and reporting skills.
- Financial management and budgeting skills.
- Strong written, listening and oral communication skills in English.
- Additional language(s) would be an asset.
- Strong interpersonal, organisational and leadership skills.
- Knowledge of relevant community resources, services and networks within Renfrew-Collingwood.
- Knowledge of issues facing senior's population in Vancouver.
- Must be fully vaccinated against COVID-19.
- Successful applicant will be required to provide a Criminal Record Check (CRC). Note that a previous conviction(s) not related to this position may not exclude applicants.

• JOB DETAILS

- Salary: \$23.90—\$25.72/ hour (wage under review)
- Schedule: 35 hours/week, weekdays
- Expected Start date: as soon as possible
- Expected end date: March 28, 2024.
- Location: Work from home, in office and in the community
- Benefits: A competitive benefits package including extended health and dental

This is a unionized position covered by a Collective Agreement with CUPE Local 1936

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.

PLEASE SUBMIT A COVER LETTER AND RESUME TO:

Dovana Singh

Team Lead, Seniors Programs and Services

Collingwood Neighbourhood House

5288 Joyce Street, Vancouver, BC

Email: dsingh@cnh.bc.ca

PLEASE QUOTE REFERENCE: #CS06-23-01

CLOSING DATE: Friday, February 24, 2023 at 5 pm.

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.