



Position: Food Programs Assistant (14-week contract with possibility of extension)

Salary/Hours: \$16.55/hr for 35 hrs/week - with some evenings and weekends availability

Location: 75% In-person, 25% Virtual

Reports to: Food Program Coordinator

Position Summary: The Food Programs Assistant is responsible for supporting the operations of the 415 Food Hub located in a Toronto Community Housing area. This role involves working closely with community partners and volunteers to plan, coordinate, and implement a monthly food distribution. The Assistant also contributes to other food programs, including the Mobile Food Delivery and Vegetable Distribution.

Responsibilities:

Program Management (50%)

- Plan, execute and evaluate NeighbourLink's monthly food distribution at 415 Willowdale Avenue.
- Establish an atmosphere of respect and dignity in all food bank areas, including ensuring information confidentiality and creating a welcoming and respectful environment for clients and volunteers.
- Develop program procedures and guidelines for the various food programs, including logistics and safe food handling practices.
- Collaborate with the Community Care Team to provide appropriate support and develop individual plans for clients who require assistance.
- Collaborate with the Volunteer Coordinator to ensure best practices are integrated into training and orientation.
- Ensure compliance with all regulatory health and safety requirements.
- Coordinate with community partners and volunteers to run the Mobile Food Delivery and Vegetable Distribution programs.

Outreach and Communications (25%)

- Engage with community partners, including churches, supporting organizations, local businesses, schools and neighbours, to help the sustainability of the food hub, including but not limited to actively seeking and securing funding, food donations and logistical support.

- Collaborate with the Marketing and Events Manager to create content for our stakeholders and donors and identify strategies and next steps to increase community engagement.
- Due to the nature of our work, some home visits to clients may be required.
- Engage with the community and support major community events when necessary.
- Lead Food Hub meeting with lead volunteers.
- Participate in weekly team meetings as required.
- Communicate with clients via phone, email, and text message.

People Management and Administration (25%)

- Work with the Volunteer Coordinator to develop strategies to increase lead volunteers and ensure sufficient volunteers are available at each food distribution.
- Liaise with Toronto Community Housing to ensure all required documentation is current.
- Place and receive food orders on time and within budgetary guidelines.
- Keep notes on client engagement.

Qualifications:

- Post-secondary education in social service work, social work, or related community services work or equivalent combination of education and experience.
- This is a highly logistical role, and strong organizational skills and spreadsheet skills are required
- Experience in community development, community organizing and outreach
- Commitment to working for and with low-income people and diverse cultural groups and to the principles of anti-oppression, diversity and social justice work
- Knowledge of and sensitivity to issues surrounding food security
- Strong understanding of and commitment to inclusivity
- Experience working in the non-profit sector and with vulnerable populations
- Strong analytical, problem-solving, time management and organizational skills
- Strong interpersonal and communication skills, both written and oral
- Proficiency in computer applications, including Google Suite, Canva, and Zeffy, is an asset
- Able to multitask and demonstrate flexibility in taking on new tasks as they arise
- A vulnerable sector screening is required as part of the hiring process
- CPR/First Aid and Food handler certification is considered an asset
- Ability to lift up to 50lbs without assistance
- G2/G Drivers Licence required

About Us: NeighbourLink North York is a Christian community development organization based in Willowdale, North York. We are committed to fostering a supportive and inclusive work environment where everyone feels valued and respected. Our mission is to engage and empower neighbours to care for each other in practical, relational, and sustainable ways that give everyone the opportunity to live out their potential. As a Christian organization, we integrate spiritual practices, including silence, contemplation, and prayer, into our organizational culture. We do not require our employees to be of Christian faith, but we ask applicants to respect these practices and invite them to engage according to their comfort level.

This position is open until filled.

To apply for this exciting opportunity to work with an incredible team, please send your resume to hire@neighbourlink.org and include **"Food Programs Assistant"** and your name in the subject line.

Neighbourlink North York is committed to fostering a respectful and inclusive environment. This job will require Vulnerable Sector Screening or a Police Check due to the nature of our programming. While we thank all applicants for their interest, only those selected for interviews will be contacted.