



Scarborough Centre for Healthy Communities (SCHC) is dedicated to meeting the diverse, holistic health needs of the people of Scarborough by addressing the physical, mental, social, financial and environmental aspects of their health. Through the promotion of healthy lifestyles and delivery of a comprehensive range of culturally competent health and social services, we cultivate vital and connected communities.

We are currently looking to hire a:

**FOOD SECURITY COORDINATOR  
1 -Full Time Contract Position – 20 weeks (30 hrs/wk)**

Community Services provides front line delivery of basic life requirements including food, clothing, furniture, housing assistance and one to one advocacy for income supports. Our community is comprised of low income families, single parent led families, youth, seniors, hidden homeless and street homeless.

**Reporting To:** Manager, Community Services

**Department:** Community Services

**Purpose:**

The Food Security Coordinator is responsible for the coordination of our Virtual Food Bank, Meal Kits, Volunteers and Seasonal Programs.

**Key areas of responsibility:**

- The coordinator works closely with staff, volunteers and students to lead the delivery of the social support programs
- Ongoing assessment for program efficiencies and effectiveness
- Volunteer recruitment, training, orientation and supervision
- Placement student recruitment, training, orientation, supervision and evaluation
- Statistics are entered into the PSS data system weekly and reported monthly
- Supports the manager with program assessments, funding applications and statistical reports
- Maintain strong donor relationships
- Conduct program outreach
- Maintain ongoing community partnerships
- Ensure the safety of staff, volunteers and students in the working environment
- Participate in organizational committees and appropriate community committees
- Perform other duties as assigned that are reasonable within the scope of the job

**Scope and Accountability**

The Food Security Coordinator will assess and coordinate social support programs, including the Virtual Food Bank, Meal Kits & Seasonal Programs. Provide day-to-day support and direction to Food Security Assistant, and volunteers / students, and provides feedback to help develop skills and knowledge.

**Educational and/or Professional Qualifications:**

- Demonstrated knowledge, skills and abilities in social service work either attained from a



degree or diploma from an accredited university or college program or through an equivalent level of experience

- Demonstrated knowledge and experience supporting individuals with mental health and addictions issues
- Experience in health and safety protocols
- Food Handlers certificate (Asset)

**Level of Experience:**

- Two to three years of experience working in a team environment
- Experience coordinating staff, students and volunteers
- Experience in program monitoring and evaluations
- Experience with statistical reporting

**Skills and Attributes**

- Knowledge and understanding of low income and/or vulnerable populations in the Scarborough community and their complex needs
- Effective skills in conflict resolution, mediation and crisis management
- Strong communication, verbal, listening and writing skills
- Sensitivity to and awareness of cultural, racial and socio-economic diversity within the Scarborough community
- Skills in program development, implementation, monitoring and evaluation
- Current knowledge of all relevant resources (within and external to the community) for referral purposes
- Proficiency in the use of computers and various software applications
- Valid driver's license to drive in Ontario and access to a vehicle is considered an asset

**Significant Working Conditions**

Ability to transport including lifting/carrying/pulling up to 50 pounds or more occasionally.  
Flexibility of hours – occasional evenings or weekend work may be required

**Remuneration:** \$23.65 - \$26.71

**Pay Band:** H

**Please note:** All other conditions of employment are set out in the collective agreement between SCHC and SEIU.

**Please reply in confidence to HR:**

By email: [hr@schcontario.ca](mailto:hr@schcontario.ca)

**Note: Please quote FSCORD Position in the subject line.**

**Deadline:** Candidates are invited to apply no later than Thursday, August 12<sup>th</sup>, 2021.

*All applications must be received by this date for consideration.  
We would like to thank all applicants; only those invited to interviews will be contacted.*



SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

Please note that all qualified candidates, eligible to be employed in Canada, are encouraged to apply.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve. SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations.

For more information about our programs and services, please visit our website at [www.schcontario.ca](http://www.schcontario.ca).