

JOB PROFILE: “FOOD FOR FAMILIES PROGRAM COORDINATOR”

Reporting To: Food for Families Director

Start Date: As soon as possible

Position Description: The “Food for Families Program Coordinator” is a full-time position based on 32 to 40 hours per week. This individual will manage the day-to-day operations and administration of the Food for Families Program consistent with the core values of Broadway Church, in conjunction with CityReach Care Society’s vision and mission statement. CityReach Care Society is the Urban Ministries outreach arm under the umbrella of Broadway Church.

Program Description: Food for Families is a nutritious fresh food bank for vulnerable families and community partners in Metro Vancouver. The program endeavors to provide food and community in a safe, dignified and respectful environment.

Duties include:

- Oversee and manage the physical running of the Food for Families Program WAREHOUSE location including the CARE TENT.
- Provide leadership and care to team leads, volunteers, guests, and community partners.
- Ensure both program and Occupational Health and Safety policies and procedures are communicated, understood, and adhered to.
- Work with Broadway Church to ensure that physical infrastructure is maintained and operational.
- Supervise the Truck Driver and Logistics Coordinator.
- Manage and procure supplies.
- Drive the truck and make pick-ups/drop-offs as required.
- Run MOBILE sites as required.
- Support Food for Families as required (including working knowledge of the volunteer database, guest database, in-kind donation tracking and logistical spreadsheets).
- Must attend Broadway weekly PAC groups, Leadership lessons and Staff meetings (on a rotational basis).
- Must attend CityReach weekly on-line and/or in person meetings.
- Must volunteer at major CityReach and Broadway Church events.
- Assist with other duties as required.

Qualifications:

- Someone who loves Jesus and ideally attends Broadway Church.
- Someone who is a multi-tasker and a team-player.
- Someone who is highly relational, an excellent communicator, and strong administratively.
- Someone who is familiar with or willing to learn food safety and food security principles.
- Someone who is physically fit: able to lift heavy boxes and objects for food distribution/sorting.
- Someone who has or is willing to be Food Safe, Plan to Protect, First Aid and WHMIS certified.
- Someone who is comfortable with computers and technology.
- Someone who holds a Class 5 Driver’s License ideally with ten years driving experience.
- Someone who knows or is willing to be trained to use a pallet jack.

Compensation:

- Full-time salaried position 32 to 40 hours per week.
- Rate commensurate with experience \$20/hour to \$24/hour.
- 2 weeks’ vacation and benefits and 5% RRSP Matching (after probation)
- \$75/month cell phone allowance