



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue Chào mừng Quý Vị Bienvenidos 환영합니다 ਜੀ ਆਇਆ ਨੂੰ

Community Outreach Worker (Food Distribution)

(Internal/External)

South Vancouver Neighbourhood House (SVNH) is currently seeking an outgoing, organized, and dedicated **Community Outreach Worker** to support the South Vancouver Temporary Emergency Food Distribution Program at South Vancouver Neighbourhood House and Marpole Neighbourhood House.

South Vancouver (Kilgarney, Victoria-Fraserview, Sunset) and Marpole are Vancouver neighbourhoods with very limited food assets. Food security has been an ongoing issue in these neighbourhoods and has become far worse because of COVID-19. In order to respond to community needs, SVNH started providing emergency food support – both through food distribution at SVNH on Tuesday mornings and at Marpole Neighbourhood House on Thursday mornings, and through a hamper delivery program to vulnerable families.

As Community Outreach 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.

The successful candidate will:

- Work under the guidance and direction of the Office Manager / Food Distribution Program Coordinator to support emergency food distribution in South Vancouver and Marpole.
- 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 to vulnerable families in South Vancouver and Marpole.
- Collect and maintains a 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 SVNH programs, services and events. Maintain existing and develop new relationships.
- Provide excellent customer service, including timely and comprehensive responses to internal and external inquiries.
- Offer reception and office coordination support.

Qualifications & Skills:

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

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- between 19 to 30 years of age at the start of the employment;
 - a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
 - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Minimum 1 year of work experience in community outreach or food security programming.
 - Education in community development, food security, operations, or related field of study.
 - Experience working in a diverse and multicultural community.
 - Excellent interpersonal, organizational and communications skills.
 - Able to handle multiple tasks and prioritize own work.
 - Be fluent (written and verbal) in a second language; Chinese, Punjabi, Tagalog, Arabic, Japanese, Spanish, Coast Salish language(s).
 - Clear criminal record search upon hire.

Employment Terms:

- Monday to Friday, 5 hours per day (25 hours per week)
 - Start Date: June 15, 2020
 - End Date: August 31, 2020
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- Salary: \$16.81 per hour plus 4% vacation pay
 - Job Type: Full Time Term Position

To Apply:

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflect our commitment to our staff and their family. All qualified individuals are encouraged to apply, with subject line "Community Outreach Worker" by 5pm on June 3rd, in confidence to:

Roberta Kihn, Office Manager
6470 Victoria Drive
Vancouver, BC V5P 3X7
Roberta.kihn@southvan.org

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