



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: [www.southvan.org](http://www.southvan.org)

Welcome Bienvenue 歡迎歡迎 Chào mừng Quý Vị Bienvenidos 환영합니다 ਜੀ ਆਇਆਂ ਨੂੰ

## Food Security Coordinator

(Internal/External)

*Posting Period: June 1-15, 2022*

South Vancouver Neighbourhood House is located on the unceded, occupied, ancestral and traditional homelands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations. We recognize the vast cultural diversity of Indigenous people and acknowledge the heterogeneity of their opinions, representation, needs and desires. We dedicate ourselves to walking in solidarity with our Coast Salish neighbours and South Vancouver community members as we work together towards food resiliency and sovereignty.

**Program Description:** South Vancouver Neighborhood House and its partners are currently leading a Regional Community Food Hub in partnership with United Way of BC to provide respectful, culturally appropriate access to emergency food for residents across the Sunset, Victoria-Fraserview and Killarney neighborhoods. We are looking for a **Food Security Coordinator** to join our Food Team to manage the day-to-day operations of an offsite food distribution warehouse, coordinate volunteer recruitment and management, and help shape opportunities for long-term food security initiatives. This role will also coordinate the South Vancouver Neighbourhood Food Network as the **South Vancouver Food Network Coordinator**.

### The successful candidate will:

#### **South Vancouver Food Hub**

- Lead primary coordination of the SVNH Food Hub site, including coordinating food delivery, storage, procurement, inventory, grocery box packaging, food rescue and community distribution.
- Oversee volunteer recruitment, scheduling, orientation, and management.
- Ensure program is following Food Safety standards and Occupational Health and Safety standards.
- Maintain positive relationships with agency partners, Spoke partners, staff and volunteers to ensure food is distributed in a timely, consistent, respectful manner.
- Work closely with Food Team to implement community engagement activities, incorporate community and volunteer feedback into program delivery, and shape long-term planning and evolution for the Food Hub.

#### **South Vancouver Neighbourhood Food Network**

- Convene organizations and leaders doing community food work in South Vancouver. Host 2-3 meetings over the year to encourage shared learning and collaboration around food security and justice initiatives.
- Update Terms of Reference and organize strategic planning to identify shared goals and opportunities.
- Lead committee of SVNH staff, volunteers and network partners to host the Harvest Festival, which is an annual, free outdoor event for 150-300 community members that celebrates food and community.
- Connect with additional SVNH food programs, such as kids/youth rooftop garden and newcomer cooking program. Enable Good Food Principles across SVNH programs.

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## Building Better Neighbourhoods Together Since 1977



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## General

- Provide program statistics and reporting on a regular basis; support with fundraising and grants as needed.
- Create communications materials (ex. program newsletters, Canva posters) as needed.
- All team members of SVNH are expected to adhere to and demonstrate values of anti-racism, diversity and inclusion, and participate in house-wide activities.

## Skills and Qualifications:

- Relevant experience and/or education related to food security, land and food systems, nutrition, food services, social work or community services. Minimum 1-year experience in relevant field.
- Demonstrated experience with operational systems and logistics, reporting and general administration.
- Knowledge and understanding of food security, community-based planning processes, capacity building and strengths-based approaches.
- Experience working in non-profit and community settings. Experience working directly with individuals from diverse racial, ethnic, linguistic, cultural and socioeconomic backgrounds.
- Experience or knowledge of non-violent communication and cultural safety training is an asset.
- Working knowledge of volunteer management systems and processes, volunteer supervision.
- Strong interpersonal and leadership skills; ability to organize and manage projects with attention to detail.
- Excellent written and verbal communication skills and ability to use computers and some social media.
- Able to obtain a clear criminal record check.
- Fluency in English is required; fluency of a language commonly spoken in South Vancouver (Cantonese, Mandarin, Tagalog, Punjabi, Hindi) is preferred.
- Knowledge of South Vancouver area is desired.
- Must be physically able to move/stand for extended periods of time and lift 25-40 lbs.
- Use of electric pallet jack will be required; training and equipment will be provided.
- Valid FoodSafe Level 1 and First Aid/CPR.
- Valid Class 5 Driver's License is an asset

**Salary:** \$25.82 per hour, 35 hours per week (regular full-time).

**Please send cover letter and resume by Wednesday June 15, 2022, end of day to:**

Joey Liu, Food Security Manager  
South Vancouver Neighbourhood House  
6470 Victoria Drive, Vancouver, BC, V5P 3X7  
Email: [joey.liu@southvan.org](mailto:joey.liu@southvan.org)

*Due to high volume of applications, only those who qualify for an interview will be contacted.*

*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.*

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