



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 歡迎歡迎 Chào mừng Quý Vị Bienvenidos 환영합니다 ਜੀ ਆਇਆਂ ਠੂੰ

Job overview

The South Vancouver Neighbourhood House (SVNH) is looking for an enthusiastic, empathetic, and community-minded individual for the role of the Settlement Food Skills Programmer. The Settlement Food Programmer plays a key role in implementing and delivering various food skills programs for newcomers in South Vancouver. This position is part of SVNH's settlement team, which will liaise with IRCC eligible clients with the intention of planning and facilitating food related programming. **Program runs on Saturdays.**

Overview of responsibilities

Under Covid-19 safety guidelines, the Settlement Food Skills Programmer will:

- Plan, organize and lead food and multicultural events, and deliver food skills workshops to newcomers in various age groups
- Plan, prepare, grocery shop for, and clean up after weekly food skill programs for diverse cultural backgrounds and ages
- Communicate and promote services & program information both internally and externally, including through blog and e-newsletters
- Support volunteer recruitment, orientation and supervision
- Support newcomer youth in developing life skills
- Prepare and create event and program flyers, posters, and brochures
- Connect clients to in-house services, bridge programming to SVNH services, mentorship and training opportunities
- Connect newcomer youth to community organizations and service agencies
- Support Newcomer Youth Settlement Counsellor with keeping records of client profiles and key statistics intake forms, narrative, and statistical reports
- Collaborate with external service providers and internal staff in facilitating programs
- Support the development of newcomer youth in the Canadian multi-cultural context
- Maintain information and support resources
- Adheres to confidentiality and privacy policies
- Promote SVNH programs and services
- Provide support to Neighbourhood House
- Attend staff meetings/retreats/ training

Qualifications and skills

- Minimum of 1-year experience in community development and/or community planning processes
- Relevant post-secondary education related to food security, land and food systems, agriculture, or social services, or combination of education and minimum 1-year experience in relevant field.
- Knowledge and understanding of food security, community development, community-based planning processes, and understanding of capacity building and strength-based approaches
- Ability to organize and manage projects and develop community partnerships
- Strong group facilitation, youth and adult education skills

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- Working knowledge of volunteer management systems and processes, volunteer supervision
- Experience cooking and menu planning for large groups
- Excellent written and verbal communication skills and ability to use computers and social media
- Demonstrated ability to complete program, funding, and statistical reports
- Cross-cultural communication, understanding, and experience
- Knowledge of the South Vancouver area is desired
- Valid First Aid/CPR and FoodSafe Certificates
- Experience working with vulnerable clients facing multiple barriers
- Cross cultural understanding and awareness of other cultural groups
- Oral and written proficiency in English and another language representative of South Vancouver (Tagalog, Hindi, Chinese, or Punjabi preferred)
- Successful Criminal Record Check

Terms of employment:

- Part time; 7 hours per week
- Start date: July 16, 2022
- Pay rate: \$22.90 per hour
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May require some occasional evening and weekday work. May require working outdoors (field trips). Job requires travelling to various off-site locations.

NOTE: *This position requires contact with the vulnerable members of the community, therefore the offer and your employment with ANHBC is conditional on you providing ANHBC with proof, prior to the start date and in a form satisfactory to ANHBC, that you are fully vaccinated against COVID-19. If you are unable to be fully vaccinated on the basis of a ground protected by applicable law, you may request an accommodation from ANHBC by contacting [Mimi Rennie, Executive Director](mailto:mimi.rennie@southvan.org) immediately at mimi.rennie@southvan.org. ANHBC reserves the right to delay your start date while it considers your accommodation request. ANHBC also reserves the right to amend its COVID-19 vaccine requirement at its sole discretion.*

Please submit cover letter and resume by Monday, June 27, 2022 with subject line "Food Skills Programmer" to Michelle Lui, Manager of Youth and Settlement, at michelle.lui@southvan.org.

ANH is an equally opportunity employer. Only successful candidates will be contacted for an interview. **No calls please.**

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