



## Agency Development Coordinator

North York Harvest Food Bank is the primary food bank for northern Toronto, distributing more than two million pounds of food last year through 77+ neighbourhood programs. An independent, charitable organization, we envision a community where all members are able to meet their food needs. Our efforts are focused in three major areas: developing dignified community food programs, creating public awareness about hunger and its causes and engaging the community in deciding how best to meet its food needs.

### Position Summary

We are recruiting an engaged and social justice-oriented candidate to assist with facilitating transformative change at four pilot neighbourhood food banks in our agency network. This position will appeal to candidates who have some familiarity with or experience working on food security issues. The ideal candidate excels in a community development role and is at ease developing and supporting relationships across a number of stakeholder groups.

The successful candidate will become a valued member of our team and will provide leadership within North York Harvest and across its agency network.

This is a full-time 16 week contract position, starting beginning-mid April.

**Reporting Relationship:** The Agency Development Coordinator works closely with other Agency and Evaluation staff and reports directly to the Senior Manager, Program Services.

### Scope:

The Agency Development Coordinator will play a pivotal, hands-on role closing off a three-year pilot project to build capacity at four neighbourhood food banks in North York Harvest's member agency network. The position will spend up to one day per week at each site with a fifth day at North York Harvest's main office. Working on-site and alongside food bank volunteers and participants, the Agency Development Coordinator will help to identify gaps and create learning opportunities so that the volunteer and leadership teams can better understand their services in the broader context of the social services sector. The Coordinator will follow through on educational opportunities and workshop development for staff and volunteers, coordinate a network-wide service evaluation for all 37 of North York Harvest's agencies, and contribute to the final grant report for the Agency Development Project

### Responsibilities:

- Building capacity through training, education, and leadership development (e.g. through professional development workshops and on-site mentoring)
- Creating new cross-sectoral partnerships (e.g. by actively developing and cultivating relationships with local service providers)
- Providing opportunities for civic engagement for underserved communities (e.g. working with community advisory councils and other community consultations)

- Contributing to the removal of barriers to social participation (e.g. by making volunteer opportunities more accessible to underserved community members)
- Coordinating a network-wide evaluation strategy
- Contributing to the submission of a final grant report about the Agency Development Project
- Managing a program budget

**Qualifications:**

- University or college education in social sciences or related field, or equivalent education, training and/or professional experience
- 1-3 years experience in a community development role
- Demonstrated understanding of community development principles
- Experience working with programs that serve people with low-income
- Experience engaging and supervising volunteers
- Ability to establish and maintain effective working relationships with diverse stakeholders
- Strong problem solving and analytical skills
- Good written and verbal communication skills
- Knowledge of food security and poverty issues
- Experience managing program budgets an asset
- Food handling certification is an asset
- Familiarity with northern Toronto is an asset
- Flexible and able to work on the road and in a small office environment
- Some evenings and weekend work required

**Hours:** 37.5 hours per week split across five locations in northern Toronto. Some evening and weekend hours required. 16 week contract beginning mid-April 2017

**Compensation:** \$22.00 to \$23.50 per hour.

**To apply in confidence, please forward cover letter and resume to [sahar@northyorkharvest.com](mailto:sahar@northyorkharvest.com) by 5pm on March 31<sup>st</sup>, 2017**

**Contact:** Sahar Ghafouri, Senior Manager, Program Services, 416-635-7771 ext. 27  
 North York Harvest Food Bank is committed to employment equity and encourages applicants from equity seeking groups