

**Position Title:** Community Food Space Worker

**Organizational Profile:**

Since 1986 North York Harvest Food Bank has been the primary food bank in northern Toronto. Last year, we distributed over 2 million pounds of food through our 47 member agencies running over 70 community programs.

An independent, charitable organization, we envision a community where all members are able to meet their food needs. Our mission is to engage our community in meeting the food needs of northern Toronto by providing dignified food assistance, education, focused advocacy, and long-term food solutions.

**Position Summary:**

The Community Food Space Assistant will provide support to North York Harvest’s community programs. The position will work closely with our Community Food Space Managers to support the food bank drop-in services and provide relief support as required.

**Reporting Relationship:**

The Community Food Space Worker reports to the Senior Manager, Program Services

**Hours:**

30 hours per week for 9 weeks, beginning ASAP

**Pay:**

$16.10 per hour

**Key Responsibilities:**

* Assists with the client intake process
* Provides information and referrals for clients to other food agencies and/or community and government services
* Helps to prepare and distribute food hampers
* Maintains case notes and records statistics
* Supports and supervises volunteers
* Other duties as assigned

**Qualifications**

* Excellent communication and organizational skills
* Knowledge of food security and poverty issues
* Experience working in low-income, diverse communities
* Experience working with volunteers
* Strong problem solving and analytical skills
* Ability to work evenings and weekends as required
* Computer proficiency in common office applications (e.g. Word, Excel, Powerpoint)
* Ability to make sound decisions on routine matters by adhering to specific rules
* Ability to work independently and as part of a team
* Must be able to lift 35 lbs

Please forward cover letter and resume to mandy@northyorkharvest.com, attention Mandy Ridley, Senior Manager, Program Services by **Wednesday, December 16th**. Please quote the job title in the subject line.

**PLEASE FILL OUT AND ATTACH ELIGIBILITY FORM BELOW TO YOUR APPLICATION.**

Applicants must be between 15 and 30 years of age and be legally entitled to work in Canada.

North York Harvest Food Bank is committed to employment equity and encourages applicants from equity seeking groups.

We thank all applicants for their interest, however, only those to be invited for an interview will be contacted.

North York Harvest Food Bank, 116 Industry St, Toronto, Ontario, M6M 4L8. www.northyorkharvest.com