



Position Title: Community Food Space Worker (8 positions available)

****Canada Summer Job position – ELIGIBILITY FORM MUST BE ATTACHED TO APPLICATION**

Organizational Profile:

Since 1986 North York Harvest Food Bank has been the primary food bank in northern Toronto.

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 Worker 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:

26 hours per week for 10 weeks, beginning late May/early June.

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

COVID-19 Requirements:

- Required to work both remotely and onsite. Resources and equipment to work remotely will be loaned to the employee and must be returned at the end or termination of employment.
- Must wear medical grade PPE provided by the employer
- To be able to work remotely, the incumbent must have access to stable internet and a cell phone
- Required to work a portion of the day outside during program hours.

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 work independently and as part of a team

Please forward cover letter and resume to mandy@northyorkharvest.com, attention Mandy Ridley, Senior Manager, Program Services by **Tuesday, May 18th 12 pm**. Please quote the job title in the subject line.

PLEASE FILL OUT CSJ ELIGIBILITY FORM (can be found at <https://northyorkharvest.com/career-opportunities/>)

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