



**Position Title: Community Food Space Trainee (5 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 Trainee 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 Trainee reports to the Senior Manager, Program Services.

**Hours:**

35 hours for 8 weeks.

**Pay:**

\$17.79 per hour, + 6% Vacation Pay and, + 3% fixed-term contract premium, + 3% benefit allowance.

**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
- Assist in community markets, workshops and events
- Maintains case notes and records statistics
- Supports and supervises volunteers
- Contributes to a supportive and inclusive team that works together efficiently, effectively and respectfully. Includes supporting and collaborating with all staff and volunteers
- Must adhere to all NYH's and Ontario Health and Safety rules and regulations
- Maintains a courteous and friendly rapport with co-workers, volunteers, agency representative and donors
- Other duties as assigned

**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

### **Qualifications**

- Excellent communication and organizational skills
- Knowledge of food security and poverty issues
- Experience working in low-income, diverse communities
- Experience working with volunteers
- Experience in urban agriculture or community gardens
- 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

### **\*\* Canada Summer Jobs - Eligibility Criteria:**

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

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**Please forward cover letter and resume** to [mandy@northyorkharvest.com](mailto:mandy@northyorkharvest.com), attention Mandy Ridley, Senior Manager, Program Services. Applications will be accepted until **Tuesday, May 9<sup>th</sup>, 2023**, however, will be reviewed on a rolling basis and applicants under consideration may be contacted in advance of this date. Please quote the job title in the subject line.

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](http://www.northyorkharvest.com)

**PLEASE FILL OUT AND INCLUDE THE CANADA SUMMER JOBS ELIGILITY FORM WITH YOUR APPLICATION**  
*(located on our website under "career " section"*