



**External Posting:**

**Position Title:** Community Food Space Trainee (2 positions available)

**Department:** Programs Department

**Reports to:** Senior Manager, Program Services

**Direct Reports:** n/a

**\*\*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 16 weeks.

**Compensation:**

\$19.21 per hour, + 6% Vacation Pay and, + 3% fixed-term contract premium, + 3% benefit allowance.

**Key Responsibilities + Duties:**

- 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 providing information and referrals
- 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

**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
- Experience with client facing roles
- 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

**Education**

- No formal education is required

**Experience**

- No previous experience in the position is required

**Working Environment and Conditions**

- The position is full-time 16 week contract (35 hours/week)
- Sole staff person onsite, occasional (e.g. manager on vacation or running late to work)
- Ability work evenings and weekends
- Physical environment: Program space in public buildings (i.e. community ctr), typical office and typical office equipment; and work in multiple office and community settings, in shared space and artificial lighting
- 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.
- To be able to work remotely, the incumbent must have access to a stable internet connection.
- In order to work on site, incumbent must be willing to follow NYH's Health + Safety protocol.

**Physical and Sensory Demands**

- Extended periods of desk work
- Extended periods of standing
- Standing during public events and program activities
- Engaging in repetitive and/or precise hand/finger movements
- Strong attention to detail
- Bending and twisting as needed
- Ability to lift up to 35 lbs. / 16 kg.
- Proficient operation of various equipment, including computers and office devices (e.g., photocopier, telephony, etc.)
- Exposure to household products and various scents may be encountered in the workplace.

All interested candidates should submit a cover letter and resume to Mandy Ridley, People and Engagement at [mandy@northyorkharvest.com](mailto:mandy@northyorkharvest.com) by Monday, May 5th, 2025. Interviews will be conducted on a rolling basis. Applicants must be legally eligible to work in Canada.

NYHFB is committed to employment equity and encourages applicants from equity-seeking/equity-deserving groups. We recognize that lived experience is as valuable as formal education and as such encourage members of the NYHFB community to apply (employees, volunteers, community partners, and/or clients). We strive for a workplace that reflects the diversity of the community we serve and in which we live.

NYHFB has an accommodation process in place. Applicants requiring accommodation because of a disability or medical need are asked to make their needs known in advance. Information received related to accommodation requests will be treated with confidentiality.

We welcome all applicants, however only those invited for an interview will be contacted.

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**PLEASE FILL OUT AND INCLUDE THE CANADA SUMMER JOBS ELIGIBILITY FORM WITH YOUR APPLICATION** (*located below and on our website under “career “section”*)

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

To be eligible, youth must:

- a. is between 15 and 30 years of age (inclusive) at the start of employment;
- b. is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*\*; and
- c. is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

\*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

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