Position Title: Community Economic Development Project Lead
Department: Operations
Reports to: Senior Manager, Social Enterprise & Community Wealth
Direct Reports: N/A

Organizational Profile:

Since 1985, North York Harvest Food Bank (NYHFB) has been the primary food bank in northern Toronto. Last year, we distributed over 3 million pounds of food through our 35 partners.

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. We believe in access and inclusion, collaboration, integrity, and excellence.

Position Summary:

NYHFB is seeking a Community Economic Development Project Lead to develop and expand FoodReach's services by leveraging the infrastructure at our new Community Food Hub (located at 4048 Chesswood Drive) to strengthen local food systems.

FoodReach is a social enterprise of NYHFB that seeks to enhance the purchasing power of our sector, fostering long-term food solutions, and fortifying Community Wealth Building by offering affordable, reliable, and convenient access to quality wholesale food essentials to Toronto's non-profit sector through a user-friendly online store and logistics services.

The Community Food Hub's infrastructure will support local food systems and social impact businesses with critical infrastructure needed to sustain and scale their operations, including cold and ambient storage, a commercial kitchen, a wash and pack station, and a fleet of trucks. Community partners will include hyperlocal urban farms, small local food producers, other non-profit social enterprises, and public institutions.

The Project Lead will also support NYHFB's social finance Community of Practice, and the development of our Community Wealth Building framework and measurement.

Hours:

Full-time, one-year fixed-term contract (37.5 hours per week), starting November 2026.

Compensation:

The salary range is $62,322– $70,000 per year, plus comprehensive health, dental benefits (after 3 months), and three weeks paid vacation (prorated based on contract length).

Key Responsibilities & Duties:

- Connects and supports the community food sector and local food systems with NYHFB's Community Food Hub infrastructure in alignment with our Community Wealth Building and social enterprise goals, effectively achieving deliverables and milestones
- Leads the development and implementation of a financially sustainable and impact-driven plan to operationalize the Community Food Hub infrastructure for the social enterprise
- Supports hyperlocal farms, small local food producers, and other non-profit social enterprises to identify infrastructure, process, and scaling challenges, and adapts the Community Food Hub's infrastructure services to meet the needs of the community food sector
- Supports various local food system research initiatives with institutional partners to connect NYHFB's Community Food Hub to the broader provincial and national network
- Leads the social finance Community of Practice, organizing and scheduling meetings, stewarding relationships with members, and sustaining the strategic direction of the coalition
- Leads the evaluation of North York Harvest's impact through a social return on investment measurement framework
- Supports the development and operationalization of the organization's Community Wealth Building Framework

Qualifications:

- 2-4 years of experience with and knowledge of urban farming, food production, and/or food businesses operations, and strategic business development
- 2-4 years of experience with project management
- Demonstrated success engaging stakeholders, building coalitions, and maintaining networks
- Demonstrated ability to strategize and implement systems change and continuous improvement initiatives
- Demonstrated ability to set and consistently hit targets
- Working knowledge of finance in a non-profit setting
- Working knowledge of the social finance sector
- Ability to work independently with minimal oversight; results and detail-oriented
- Demonstrated ability to manage a project from start to finish
- Demonstrated ability to work cross-functionally
- Experience working in a non-profit setting an asset
- Experience working in a social enterprise setting is an asset

Working Environment and Conditions:

- This is a full-time position, fixed-term contract, based on-site in our Toronto offices, with the occasional opportunity to work from home

- The role involves working in a typical office, with shared space and artificial lighting
- When working remotely, employees must have access to a stable internet connection
- NYHFB will provide the necessary equipment and resources, which must be returned at the end or termination of employment
- When working on-site, employees are expected to follow all NYHFB Health & Safety protocols

Physical and Sensory Demands:

- Extended periods of desk work
- Engaging in repetitive and/or precise hand/finger movements
- Occasional walking, lifting, bending, twisting, and standing
- Strong attention to detail
- 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 PDF cover letter and resume to Lianne Holland, Social Enterprise & Community Wealth at **lianne@northyorkharvest.com** by **Friday, November 13th – 12 noon.** Interviews will be conducted on a rolling basis. Please include "Community Economic Development Project Lead" in the subject line. 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.