

JOB DESCRIPTION

JOB TITLE: Neighbourhood Food Programming Director
EMPLOYMENT TYPE: Full-time / Indefinite
HOURS PER WEEK: 40
REPORTS TO: Community Pastor

JOB OVERVIEW:

The Neighbourhood Food Programming Director (NFPD) will oversee all food related programming in the Neighbourhood Department. This individual will develop and maintain programming designed to engage and respond to the needs of our local community centred around food insecurity & social supports. This includes, but is not limited to, community meals, food-banks, drop-ins, food services, and frozen meals. The NFPD will recruit and manage a volunteer team, create connections between our church community and the neighbourhood, and collaborate with other local community organizations and agencies in addressing food insecurity.

TIME REQUIREMENTS:

The NFPD will be available to support regular scheduled programming, including some evenings. A flexible weekly schedule will be maintained to accommodate administrative tasks, crisis supports, and special events.

RESPONSIBILITIES:

- Lead, manage and recruit volunteer teams and leaders.
- Develop and manage the operation of all Food Bank and Drop-in Programming.
- Develop and manage the operation of all food training and capacity building programs.
- Oversee the operations of all food services including shared community meals and frozen meal programming.
- Visioning and development of additional food related programming to address the local needs of the community.
- Participate in neighbourhood partnerships and advocate for solutions to food insecurity in the Elmwood Community.
- Collaborate with the Neighbourhood Program Director to coordinate supports for participants, plan for on-site resource programming during open programming, and partner with overall neighbourhood initiatives.

QUALIFICATIONS:

- Proven experience in vision development and leadership.
- Satisfactory Criminal Record Check, Child Abuse Registry Check and Adult Abuse Registry Check.

- Education and/or experience working in a social service setting and issues related to food insecurity.
- Knowledge of community resources and a demonstrated ability to liaise with other community organizations.
- Training in Trauma Informed practice
- Valid Food Handlers Permit required
- Non-Violent Crisis Intervention an asset

OTHER:

Staff members at Riverwood are expected to whole-heartedly sign on and affirm God's distinct thumbprint on Riverwood as defined in our Mission and Values. Director level staff are required to complete the Riverwood Covenant Community course and be in alignment with the Covenant Community commitments. It is expected that all staff members make every attempt to be involved in the full life of the church, attending church services, and church functions.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.