



# Food Market Coordinator

## Job Posting

### Lakeside HOPE House

Lakeside HOPE House provides tangible, compassionate assistance and care to those in the Guelph community through immediate relief and ongoing support. Our goal is to foster a greater level of independence by delivering front-line services and support that allow our community members to maintain their dignity and choice. This is accomplished through a diverse range of programs and services including a choice-based, bucks-based Food and Clothing Market, HOPE Stylin' Haircuts, a community Edu-Kitchen, a Back-to-School Backpack Program, a daily Café, a Christmas Hamper program, and other programs to all Guelph residents (including children) living in poverty.

### Job Description

Reporting to the Immediate Relief Programs Manager, and working with the Gift-in-Kind (GIK) Coordinator, the Food Market Coordinator ensures that the HOPE House is able to operate our largest food security programs during the summer months. The participant will be working directly with clients, as well as preparing and maintaining the food market. The successful applicant will assist clients with their grocery selection, help coordinate volunteers, put food on the shelves, assist in food procurement and work with our client management software. They will also spend time helping develop and lead upcoming programs and food drives. This role will require excellent organization skills, time management skills, problem solving skills, information management and will require the individual to be able to communicate well and with tact and compassion when working with clients. The HOPE House food market sees over 450 families in Guelph per month, and good coordination of this program, as well as tact and sensitivity when working with our clients is essential to offering food security services in our community.

### Duties and Responsibilities

- Assist clients with their grocery selection
- Help coordinate volunteers
- Put food on the shelves
- Assist in food procurement
- Work with our client management software
- Develop and lead upcoming programs and food drives

### Qualifications

- Be between ages of 15-30 years of age
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred
- Have been enrolled in full-time schooling spring 2018 semester & enrolled for full time studies fall 2018 semester

### Working Conditions

- Position: Food Market Coordinator
- Duration: up to 16 weeks at 30 hours/week at \$14/hr (dependent on approved funding)

## Direct Reports

- Some volunteer supervision

## Competencies & Skills Required

- Excellent organization skills
- Time management skills
- Problem solving skills
- Information management
- Will require the individual to be able to communicate well and with tact and compassion when working with clients
- Working knowledge of poverty (i.e. generational, situational, working poor)
- Post-Secondary, Field of studies: Social Services, Sociology, Children and Family Studies, Not-For-Profit Management and Agricultural Studies, Environmental Studies, or Food related studies (Food Security, Food Systems, etc.)
- Adhere to the qualifications set by Canada Summer Jobs program (above)
- Provision of a vulnerable sector police check

HOPE House is an equal opportunities employer, committed to employment equity. HOPE House values diversity and invites all qualified candidates to apply.

**Resumes will be accepted until Friday, April 6<sup>th</sup>, 2018 at 4 pm**

**Please send to [programs@lakesidehopehouse.ca](mailto:programs@lakesidehopehouse.ca)**