

GLOUCESTER EMERGENCY FOOD CUPBOARD JOB DESCRIPTION

April 2022

POSITION TITLE: Fresh Food Program Assistant
Supervision: Reports to Executive Director

We are a volunteer-based organization that supports about 1500 people experiencing food insecurity every month. The ideal candidate is someone with a desire to work within social services and in interest in issues pertaining to poverty and food security, including maintenance of client confidentiality at all times.

Duties

- Work with Executive Director to ensure more fresh food choices are available to our clients through supporting a number of initiatives and working with partners
- Support our 12-plot community garden
- Maintain our vegetable garden and assist with “Plant-a-row, Donate-a-Row” program
- Coordinate fresh food donations from local community gardens, farms and other donors
- Do website and social media updates as needed
- Provide support to the “New Roots” partnership program (refugee farm)
- Assist Executive Director with other duties as directed
- Perform all other duties within the volunteer spectrum as needed
- Move and lift inventory up to 50 lbs as needed

Qualifications:

- Excellent interpersonal and communication skills
- Good organizational skills
- Experience in growing and harvesting vegetables, good physical fitness
- Ability to work independently and also as part of a team
- Ability to take direction
- Ability to learn quickly, work proficiently and troubleshoot in a computerized environment including in Microsoft Office Suite
- Ability to adapt to changing situations

Preferences

- Working knowledge of both French and English, other languages are a bonus
- Knowledge of the local community of the GEFC and/or local food and farming community and initiatives

This position is made possible by a Canada Summer Jobs Grant. All candidates must:

- be between 15 and 30 years of age
- be Canadian citizens or permanent residents or have official refugee protection status under the Immigration and Refugee Protection Act; and
- be legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations.

The position is for 35 hours per week, plus mandatory benefits. The position will be up to 14 weeks in duration ideally starting around May 16, 2022. Must be available weekends and evenings. Hourly rate between \$15.50-\$16.00 commensurate on experience.

Interested candidates are asked to forward their resume and cover letter (one pdf file with your name in the filename) by e-mail with the Subject “Summer Position Application – your name”: to gefc@gefc.ca. Ability to follow these instructions is critical to qualifying for this position.

Deadline for applications –Sunday, May 8 at 11:59 pm

We thank all who apply. Only those selected for interviews will be contacted.