Project Coordinator - Food Security

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Detailed Job Description

JOB PURPOSE

The community impact and investment team aligns community needs with expertise, resources and partners. During COVID 19, food security issues have become the immediate concern for our communities across the Lower Mainland and Fraser Valley. That is why UWLM is implementing Local Love Food Hubs to address the overwhelming food insecurity needs of our most vulnerable populations across the Region.

This position provides program, operations, communications and administrative support and coordination on food security initiative and projects. This position will play a role in organizing logistics, maintaining resources and supporting communication with stakeholders and will assist the Manager and team in all aspects of the program. This position assists in the coordination, development, implementation and evaluation of program plans. Additionally, the incumbent in this position may travel to various communities to gather and deliver program information and respond to the needs of the various stakeholders and may be asked to be a public face of the program with limited stakeholders in the absence of the Manager.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- Facilitates and assists with administration of elements in food security programs and associated events
- Project manages logistics of food distribution, food sourcing and other food security related task
- Acts as a leader in food security community development according to the strategies and goals of the UWLM food security initiative
- Works effectively other departments such as Marketing and Communication, Fundraising, etc. on food security and common goals
- Facilitates the relationships between community stakeholders and UWLM's strategic initiatives
- Travels within the Lower Mainland to assist in a variety of tasks related to deliverables of the program, including the implementation of the programs project plans will be required on a limited basis
- Stewards all aspects of reporting and data entry, manages data collection and ensures reporting is done timely and adequately; responds to inquiries and prepares reports
- Reconciles program and identifies to the Manager potential risks and mitigation strategies
- Acts as the Manager's delegate at meetings. Will prepare for and present at meetings accordingly

QUALIFICATIONS & SKILLS

- Two Year Diploma in Social Sciences or a related discipline, or an equivalent combination of education, training, and experience
- Three years of experience in food security
- Knowledge and practice of food security
- Superior verbal and written communication skills; an effective listener and presenter
- Previous experience in successful food security initiatives
- Demonstrated ability to work within a community setting with diverse populations, including community groups, government, professional staff and volunteers
- Proficiency in Microsoft Office suite and computer applications
- Proficiency in research methodology to employ in engagement opportunities
- Ability to work on multiple projects and responsibilities concurrently
- Strong leadership skills
- Able to motivate and lead a team of community builders and be able to work as a highly proficient and effective, contributing team member;
- Ability to create and maintain good working relationships
- Must be able to relate to corporate and community leaders in a professional manner
- Attention to detail; excellent organizational and time management skills
- Proven presentation skills
- Ability to exercise a high level of tact and discretion in both internal and external interactions
- Ability to work effectively under pressure and meet deadlines

WORKING CONDITIONS

- Valid Class 5 license and access to a vehicle during working hours is required
- To meet community where they are, this role may be required flex their workweek to attend evening and weekend events

The position is a Pay grade 36 - ($39.36 per hour, $71,628.00 per year)
This is a 1 year temporary position. Interested candidates are invited to apply by submitting a cover letter and resume to competition **C-2021-15**

About Us

United Way of the Lower Mainland (UWLM) has a long history of innovating charity and community impact. Since 1930, we have been mobilizing everyday people to contribute to programs that advance social equity. We support the youngest, oldest, and the most vulnerable members of 40 BC communities from the Sunshine Coast and Sea to Sky Corridor through to Vancouver to the Fraser Valley, and all the way to Boston Bar, BC.

Never losing sight of our focus on local communities, our work also spans the province. We manage BC's Better At Home program for Seniors and the Youth Futures Education Fund for youth who have aged out of care. United Way of the Lower Mainland was integral to the creation of BC211 and its valuable province wide social support system.

While we have focused our work on kid living vulnerably, families experiencing poverty, and seniors facing social isolation, we never lose sight of the big-picture causes of social inequity.

In the next phase of our work, we wish to inspire resiliency, innovation, and a sense of co-ownership. This work will reflect what it means to live here and now, and how powerful it is to show up for each other – all with great love.

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Job Information

Type

Temporary Full-time

Location

Burnaby BC

Barganing Unit

CUPE-1760

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