

Formerly Abbotsford Community Services

**JOB POSTING #2024-202-02**

**INTERNAL/EXTERNAL**

**Food Justice**

**Community Engagement Coordinator**

**Wage: \$24.00 to \$25.00 per hour**

**Full Time: 35 hours per week, Monday to Friday**

**Permanent**

**Help Strengthen the Local Food System**

**Join the team at Archway**

**Come Help Us Help People**

**Location: Abbotsford Food Bank, Abbotsford**

**On Site**

### **Job Summary:**

The Community Engagement Coordinator will support the delivery, record keeping, and advancement of Archway's Valley Food Connections Hub, a collaborative network of food access organizations, along with the program delivery of the Food Bank through its Satellite locations. This role is a first point of contact for inquiries relating to the Food Hub community and Food Bank Satellite operations. The position supports the day-to-day operations of the Food Justice Program and the Food Bank Satellite locations to ensure continuity. The incumbent's role includes providing client support, program updates and reports, and maintaining relationships with internal and external community partners. The incumbent will also participate in the development of food security events, policies, protocols, and strategies, where required, in collaboration with the Supervisor, Food Justice. This position also aims to support food access programs by ensuring service delivery of a variety of nutritious foods, and that food needs are met in a manner consistent with the standards, mission, and values of Archway.

### **Your Role:**

Archway's Community Engagement Coordinator with Food Justice and Food Access Programs contributes by:

- Supporting the Food Security Leadership team in the advancement of Valley Food Connections (food hub) and in the day-to-day operations of the Food Justice program.
- Acting as the first point of contact for community partners and providing administrative support to the Food Justice program/Hub and partners to create a more integrated network.
- Contributing to the production and distribution of a Food Hub newsletter, social media content, and communications.
- Assisting with the collection of program statistics and creation of reports for funder and agency on an annual and quarterly basis.
- Supporting, maintaining, and coordinating the food supply for the Food Bank's satellite locations.

- Corresponding with Neighbourhood and Program Satellite leads for food order, client data, and program maintenance.
- Maintaining a human rights-based approach to food, identifying program gaps, and making recommendations for improvement in current program strategies.

This position is a great fit for someone who enjoys working with the community to promote and advocate for food justice!

### **Our Offer**

- Wage: \$24.00 to \$25.00 per hour.
- A full-time position at 35 hours per week, availability Mondays to Fridays, from 8:30 AM to 4:00 PM and occasionally weekends.
- Permanent.
- Benefits include:
  - Three weeks vacation in your first year; four weeks in your second year.
  - A great benefits plan including extended health and dental; you choose your plan.
  - Employee and Family Assistance Program that includes online access to wellness resources.
  - A pension plan; Archway meets your contribution.
  - Great in-house training opportunities.
  - Rewarding work in a positive environment.
  - Work/Life balance.

### **Getting an Interview – you will be considered if you have:**

- Post Secondary education in Human Services or a related field, or experience working in Food Security, Food Justice, or Human Rights.
- Valid Class 5 Driver's License.
- At least 1 year experience working in collaboration with community partners is preferred.
- At least 1 year experience working in a position that addresses food security issues.

### **The Job Requires you to have:**

- Strong verbal, written, and active listening communication skills; able to communicate clearly and respectfully with people from diverse backgrounds, cultures, and varying levels of English.
- Strong organizational and time management skills; able to balance and manage competing projects and priorities.
- Strong skills with Microsoft Office 365, including Word, Excel, Outlook, and PowerPoint.
- Skills in being able to efficiently prioritize workload to respond to changing conditions, deadlines, and priorities.
- Skills in facilitating, communicating and presenting information to a variety of audiences in a clear, concise, and effective way.
- Skills in report writing.
- Strong problem solving and critical thinking skills.
- Ability to have direct, in-person contact with on-site staff and clients, requiring adherence to health and safety protocols.
- This position may have extended periods of sitting and screen/keyboard use.

- The use of a personal vehicle may be required for program-related driving; must be able to be insured according to Archway policy 3.36.
- A satisfactory Criminal Records Check is a condition of employment.

**Closing date is August 19, 2024.**

**TO APPLY**

Interested applicants are to reference **Posting #2024-202-02 in the subject line.**

Please submit your cover letter and resume to:

Email: [jobpostings@archway.ca](mailto:jobpostings@archway.ca)

Subject: Job Posting #2024-202-02

**No phone calls please. Only short-listed applicants will be contacted.**

**Must be legally entitled to work in Canada.**

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to [jobpostings@archway.ca](mailto:jobpostings@archway.ca) with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

*Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.*

*We acknowledge that we gather on the traditional and unceded territory of the Stō:ló people. Stō:ló territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.*

*We invest in the mental health and wellbeing of our employees.*