

## Food Skills Coordinator

### Neighbour to Neighbour's Hamilton Community Food Centre

Full time contract (covering parental leave) 30 hours/week

Pay Range: \$22-24/hour

#### Position Summary

The Food Skills Coordinator facilitates various programs focusing on building skills and knowledge around nourishing, culturally appropriate food/recipes while celebrating and promoting diversity. The ideal candidate is passionate about food and has experience in community work. Strong group facilitation and cultural competency skills, and experience engaging and working with diverse groups of people is important. This position is about much more than cooking skills, it's about inspiring creativity in others, managing group dynamics, and encouraging participant initiative and leadership. The Food Skills Coordinator makes people of all ages feel comfortable and confident while engaging in the program space. There is also opportunity for some gardening activities as it relates to supporting N2N programs.

#### Key Role Responsibilities

##### Coordinate food access and food skills programming

- Deliver various food skills programs where participants exchange knowledge about cooking, eating, and food from their diverse perspectives (3 programs weekly – Intercultural Kitchen, Welcome Baby and Saturday Café / Market)
- Plan, problem solve, and implement programs for specific participant groups including youth, be preparation for programs – setting program objectives and goals
- Cultivate open communication, leadership, and food skills amongst program participants and volunteers, responsible for scheduling volunteers
- Guide and retain volunteers in their roles to support the delivery of programs; Train, orientation and mentoring of volunteers and intern staff
- Create and update community food resources and programs such as handouts and manuals
- Measure and evaluate program impact through support of data collection, reporting, and development activities such as grant writing and annual reporting
- Innovation and creativity in program design and responding to community needs.
- Managing petty cash (market/café)
- Assisting in garden programs during gardening season (May – October)

##### Participate as a Hamilton Community Food Centre team member

- Role model positive communication with participants, volunteers and partners, contribute to anti-oppression work and safe(r) space environment

- Be a responsible team member, helping to ensure that the kitchen and other spaces are healthy, safe and clean.
- Represent Hamilton Community Food Centre and Neighbour to Neighbour Centre values in our community

### **Qualifications and Experience**

- 2+ years of experience with program development, group facilitation, community outreach
- Excellent group facilitation, interpersonal, communication and conflict resolution skills (i.e. ability to guide individuals and groups into and out of challenging conversations leaving everyone feeling safe and heard)
- Creative personality with the ability to make kitchen/food skills activities fun and to get people of all ages engaged and excited
- Knowledge of and passion for food justice and food security
- Knowledge of the basics of nutrition and healthy, mindful eating
- Ability to be patient and remain calm while facilitating a large group in the kitchen
- Food handlers certificate is an asset but can be arranged during worktime
- Experience meal planning and cooking for large groups
- Comfort and experience working with diverse communities; children and youth
- Experience working within an anti-oppression framework.

### **Additional Assets** (good stuff, but not required)

- Ability to communicate confidently in another language
- Lived experience of, and/or commitment to issues of hunger, poverty, social justice
- Literacy in common computer programs (e.g. Word, Excel, Powerpoint)

### **Physical Demands**

- Must be able to lift 50lbs – heavy pots of food, and cases of food product. 3 days/week the role is in the kitchen, fast-paced, on feet.
- laundry, kitchen dishes
- assisting with moving furniture for programming

**To apply, please send your resume and cover letter by Monday August 14<sup>th</sup> to [resumes@n2ncentre.com](mailto:resumes@n2ncentre.com). Please quote “food skills coordinator” in the subject line. Only those applicants considered will be contacted.**

Neighbour to Neighbour Centre is committed to employment equity and encourages applicants from equity seeking groups.