



Title:	Food Skills Coordinator
Reports to:	Manager, Community Food Centre
Compensation:	Starting at \$43,350 per year
Benefits:	Health Benefits and Paid Time off
Employment Type:	Full Time Contract; 35 hours/week Monday-Friday with occasional evenings and Saturdays (1 year contract with the possibility of extension)

About Us

Since 1986, Neighbour to Neighbour (N2N) Centre has been working to lead the Hamilton community to an improved quality of life. What started as a small food bank has evolved into an indispensable part of Hamilton's social fabric. N2N gets to the very root of its community's needs, offering access to healthy food, skill building programs, tutoring for children, utility support programs, counselling and a host of other interventions.

N2N works with a small staff team of less than 30 people but is powered by a dedicated team of over 400 community volunteers to mobilize its mission. N2N are neighbours supporting neighbours. N2N thrives on a spirit of teamwork, collaboration, and community cohesiveness, tutoring for children, utility support programs, counselling and a host of other interventions.

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 position's home base is N2N's Hamilton Community Food Centre location at 310 Limeridge Rd.

The ideal candidate is passionate about food justice and has experience in community work. While some competency in the kitchen is necessary, it's important that the ideal candidate possesses strong group facilitation and cultural competency skills, has experience engaging and working with diverse groups of people, and desires to use food as a way to build resilient communities and connection. This position is about much more than cooking skills, it's about inspiring creativity in others, problem solving, managing group dynamics, and encouraging participants to take initiative and become leaders. The ideal Food Skills Coordinator has the ability to make people of all ages feel comfortable and confident.

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 (2 community kitchens weekly and Saturday café and market)
- Plan, problem solve, and implement programs for specific participant groups including youth & seniors – 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
- Engage in community outreach to participants and potential partners
- 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)
- Promote and maintain a safe working environment by adhering to organizational health and safety policies and procedures.

Participate as a Hamilton Community Food Centre team member

- Role model professional behaviour and 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.

Qualifications and Experience

- 3+ 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 security and food justice
- 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
- Experience meal planning and cooking for large groups
- Comfort and experience working with diverse communities; children and youth
- Experienced in use of Microsoft Suite programs (office, excel, outlook, etc.) and other office software.

Working Conditions and Physical Demands

- Commercial Kitchen in a community-based space
- Must be able to lift 50lbs – heavy pots of food, and cases of food product. 2-3 days/week the role is in the kitchen, fast paced, on feet.
- Working with bleach, high heat in dishwashing area, with gas cooktops / gas stoves.
- Heavy kitchen equipment

Kindly send your resume and letter of interest to resumes@n2ncentre.com, with " **Food Skills Coordinator**" in the subject line. The deadline for all applications is **September 12, 2025, at 5:00pm**.

Neighbour to Neighbour Centre is an equal-opportunity employer and welcomes applications from all qualified individuals, and strongly encourages applications from women, Indigenous persons, racialized persons, persons with disabilities and persons of all sexual orientations and/or gender identities. Individuals are encouraged to self-identify.

Priority will be given to individuals legally entitled to work in Canada.

Neighbour to Neighbour committed to an inclusive, accessible and welcoming hiring process that provides reasonable accommodation to all applicants. Please advise People and Culture at tali@n2ncentre.com if you require accommodation during the application and recruitment process.