



**HAMILTON**  
community food centre

Position Title:	Manager of Community Food Centre
Reports to:	Director of Programs and Operations
Employment Type:	Full time
Compensation:	Starting at \$65,000 per year

### **Who we are**

For 35 years, a team of passionate staff and volunteers at Neighbour-to-Neighbour Centre have been collaborating to improve the Hamilton community and meet the issues of food insecurity and poverty head-on. What started as a small food bank has evolved into an indispensable part of the community's social fabric.

Neighbour to Neighbour works to improve the quality of life in the Hamilton community by offering access to tutoring programs for children, community kitchen programs, utility subsidy programs, family counselling, emergency food access and a host of other interventions. Neighbour to Neighbour works to empowering people with the tools and ideas that will help change their lives.

### **Position Summary**

This role provides leadership to the Hamilton Community Food Centre (HCFC), a core program site at Neighbour to Neighbour (N2N) focused on education, food access, and social justice through good food. The Manager of Community Food Centre is accountable for the overall programming success, and financial stability of the HCFC department. This includes community meals, markets, child and youth programming, community kitchens, community gardens, and advocacy initiatives.

### **Key Responsibilities**

- Program Management and Implementation
- Provide oversight for all HCFC programs including gardens, markets, community meals, child and youth programs, community kitchens, and community action and advocacy programs and events.
- Ensure effective planning, logistics, and staffing structures are in place to deliver high-quality, inclusive programming.
- Support innovation and responsiveness in program design to reflect the unique needs of communities Neighbour to Neighbour works with.
- Maintain logic models, annual plans, and/or outcome frameworks to guide program and service implementation.
- Promote a collaborative, mission-driven work environment rooted in respect, inclusion, and equity.
- Actively support succession planning, team wellness, and continuous improvement.
- Guide teams in aligning day-to-day operations with strategic objectives.
- Manage program communications and visibility with funders, stakeholders, and the public.

- Develop schedules, workflows, and team structures to maximize impact and efficiency.
- Develop and manage departmental budgets in consultation with Director of Programs and Operations.
- Lead grant writing, fund development, and reporting processes.
- Support funder and donor relationships, including site tours and stewardship communications.
- Support staff in professional development and goal setting through coaching and performance reviews.
- Foster a positive, inclusive, and collaborative team culture.
- Main point of contact for Community Food Centres Canada as a key site in their national network.
- Represent Neighbour to Neighbour and the department at community tables and events.
- Maintain and grow partnerships with community agencies, funders, and coalitions.

### **Qualifications and Experience**

- Minimum 3 years' experience in nonprofit program leadership, preferably in food access, food justice, or community development.
- Strong background in team leadership, volunteer coordination, and community partnership building.
- Proven experience in budget management, grant writing, and program evaluation.
- Demonstrated cultural humility and ability to work with marginalized and equity-deserving populations.
- Excellent interpersonal, communication, and organizational skills.
- Knowledge of community food systems, food security, or urban agriculture is an asset.
- A second language relevant to the community is considered an asset.
- Vulnerable sector police check required.

### **Physical Demands of the Role**

- Ability to participate in physical programming tasks, including lifting, moving equipment, assisting with set-up/take-down.
- Comfort working in a commercial kitchen environment, including use of sanitation and laundry equipment.
- 1–2 regular evenings per week and occasional weekends to support programming outside of business hours, with flexibility in scheduling work hours

Kindly send your resume and letter of interest to [resumes@n2ncentre.com](mailto:resumes@n2ncentre.com), with “**Manager of Community Food Centre**” in the subject line. The deadline for all applications is **Sept 16<sup>th</sup>, 2025, at 5:00pm.**

Neighbour to Neighbour is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for next steps will be contacted.

Neighbour to Neighbour Centre is committed to employment equity and encourages applicants from equity seeking and deserving groups. We are dedicated to providing an atmosphere free from barriers in order to embody and best demonstrate equity, inclusivity, and diversity. We celebrate and welcome the diversity of all employees.

If you require accommodation during the application and recruitment process, please contact Human Resources at 905-574-1334 Ext 209 as soon as possible.