

## **Volunteer and Network Services Coordinator**

### **About Food Banks Canada**

Food Banks Canada is a national charity representing the food bank community across Canada. More than 860,000 people are assisted by a food bank each month, 38% of whom are children. Food Banks Canada's mission is to provide national leadership to relieve hunger today and prevent hunger tomorrow in collaboration with the food bank network in Canada.

### **Purpose and Overview of the Position**

This role will be a key member of the Network Services team and provide coordination with a focus in two areas: 1) coordinating a new national corporate employee engagement initiative that will match corporate volunteers with opportunities to support their local food banks; and 2) supporting the effective delivery of programs and services to the food bank network, including the After the Bell child hunger program, and the collection of data, stories, and impact related to Food Banks Canada's other network services. This position is a great opportunity to learn about the issue of hunger in Canada, gain in-depth knowledge of the nonprofit sector, and to make a meaningful contribution to a great cause.

### **Specific Accountabilities**

Working in a team-based environment, you will:

#### **Corporate Employee Engagement Coordination (45%)**

- Support national corporate employee engagement with the food banking network
- Coordinate national corporate employee engagement opportunities with Food Banks Canada nationally executed programs
- Build positive, collaborative relationships with food bank organizations and corporate employee engagement teams, and seek to understand and support their needs. Build and support mutually beneficial partnerships
- Coordinate the development and production of resources to support the national corporate employee engagement program
- Collect data, stories, and create reports relating to national corporate employee engagement opportunities and their impact
- Promote national corporate employee engagement opportunities throughout the network
- Support the recognition and stewardship of Food Banks Canada's internal volunteers

#### **Network Services (50%)**

- Support the delivery of the After the Bell child hunger program, including the summer food packs and Food Explorers nutrition education program
- Support the execution of key network services and initiatives identified in Food Banks Canada's strategic plan
- Collect and collate data and stories that demonstrate the impact of Food Banks Canada's network services and programs on the food bank network
- Coordinate consultations and meetings with stakeholders in the food bank network

Other duties as assigned (5%)

### **Education, Experience and Attributes**

- University degree or college diploma in a related field, or equivalent experience
- Experience in volunteer management, organizing groups of volunteers, and/or extensive experience as a community volunteer
- Professional and self-confident along with excellent communication and interpersonal skills
- Skilled at building positive relationships with a diverse group of stakeholders and well-developed collaboration skills
- Initiative, self-starter, with an ability to work with little supervision
- Creative, flexible and able to adapt to change
- Commitment to the mission of Food Banks Canada and a familiarity with the issues of poverty and hunger in Canada
- High level of computer proficiency (Microsoft Office)
- Experience working in the nonprofit sector, national organizations within a networked structure or an association is an asset
- French language skills an asset

### **Time Requirements**

This full-time position is located in the Mississauga, Ontario office. Some hours may be flexible as the nature of the work and the time zone differences must be taken into consideration when determining hours of work. It is understood that all team members are occasionally required to work irregular hours to ensure that the objectives of the organization are being met. This includes the potential for some evenings and weekends.

### **Physical Requirements**

- Sitting, computer-work, reading and inputting data
- Some lifting - moving things in and out of vehicles/buildings

### **Compensation**

Compensation will be determined by the job class and the candidate's experience and capabilities brought to the position.

### **Agreements**

The Volunteer and Network Services Coordinator is required to sign Confidentiality and Intellectual Property and Non-Solicitation and Conflict of Interest Agreements.

### **Accountability**

The Volunteer and Network Services Coordinator reports to the Senior Manager, Network Programs.

### **Application**

Food Banks Canada is an equal opportunity employer. All qualified candidates are encouraged to apply however only those selected for an interview will be contacted.

Please note that Food Banks Canada is prepared to provide accessible formats and communication supports upon request.

Please submit a cover letter and resume to [careers@foodbankscanada.ca](mailto:careers@foodbankscanada.ca) by March 14, 2018.