



PWA seeking full-time, permanent Food Programs Coordinator

Posting Date: November 25th, 2020

Closing Date: December 9th, 2020

About PWA

PWA has a mission of engaging people living with HIV/AIDS in enhancing their health and well-being through practical and therapeutic support services and broader social change; and to inspire them to live into their dreams and discoveries.

About the Food Programs Coordinator position

The role of the Food Programs Coordinator is to oversee the daily operations of the Essentials Market, provide high engagement and support of the program volunteers, and ensure client access is accessible, equitable and responsive and ensures the Market is a healing and welcoming space for clients and volunteers. The Coordinator also oversees the coordination of the yearly Holiday Bag program and works closely with the Development department to support food donations, donor stewardship and the annual food drive. The Food Programs Coordinator ensures that existing programs are accessible, equitable and responsive (where possible) to the needs of people living with HIV/AIDS, and develops new programs to meet new or changing client needs.

KEY RESPONSIBILITIES

- 1) Coordinate the daily operations of the Essentials Market, including supply ordering, unpacking/organizing of food donations/deliveries, and overseeing the cleanliness, and health and safety of the Market;
- 2) Lead a volunteer team of 40+ individuals through active engagement of their volunteer satisfaction, contribution and their individual health & well-being;
- 3) Lead a volunteer supervisory team of 5+ individuals by training, empowering and collaborating with the volunteer supervisors in Market operations and decision-making;
- 4) Model the way for the volunteer team by being a highly respectful, highly involved team player and collaborative leader;
- 5) Ensure the Essentials Market is a healing and welcoming space for clients and volunteers by creating a positive and safe environment;
- 6) Individually engage clients who need additional support either with food access or in successfully accessing the Essentials Market;

- 7) Effectively diffuse crisis situations with individuals and work with individuals to develop strategies that decrease likelihood of future crisis events;
- 8) Coordinate the annual Holiday Bag program, including overseeing the promotion, registration and delivery of the program;
- 9) Collaborate with the Development department around stewarding donors of the Essentials Market, arranging for food donations and supporting the yearly holiday food drive;
- 10) Maintain up-to-date and accurate statistical records about clients and volunteers;
- 11) Complete required funder evaluation, statistical and narrative reporting;
- 12) Participate in meetings and trainings, and sits on committees, both in-house and on behalf of the agency to increase service accessibility and agency leadership;
- 13) Provide support to other PWA programs during staff absences;
- 14) Keep abreast of current client trends and needs to assist with program development;
- 15) Complete other duties as assigned by the Director, Programs and Services.

KNOWLEDGE, SKILLS & ABILITIES

1. Strong understanding and knowledge of the complexity of issues relating to HIV/AIDS;
2. Strong understanding and knowledge of anti-Black racism, anti-Indigenous racism, anti-oppression, greater and meaningful involvement of people living with and affected by HIV/AIDS (GIPA/MIPA), harm reduction, sex positivity and trauma informed care;
3. Lived experience of HIV/AIDS, 2SLGBTIQ, BIPOC, substance use, mental health challenges, homelessness, and/or the effects of poverty is an asset
4. Strong understanding of food banks and food bank policies with up-to-date knowledge of emerging trends and changes;
5. Excellent volunteer management and program coordination skills;
6. Excellent crisis intervention and de-escalation skills;
7. Excellent interpersonal skills and ability to build effective relationships with participants, team members and community partners
8. Demonstrated adaptability with a willingness to be flexible and versatile in a changing work environment while maintaining effectiveness and efficiency;
9. Verbal and written fluency in French or Spanish is an asset;
10. Strong understanding and knowledge of Microsoft Word and Outlook, and database programs.

QUALIFICATIONS REQUIRED

Experience



1. 2-4 years' experience in program coordination and volunteer management in food related setting and/or health related, frontline client service;

Education

1. Post-secondary degree in a related field preferred or equivalent combination of education and experience.
2. Leadership, facilitation and/or other relevant PHA (people living with HIV/AIDS) capacity building training an asset such as from the PLDI, CAAT and/or others;
3. Certificate in food handling and food safety an asset;

Please submit resumes by 6:00 pm Wednesday, December 9th, 2020 to:
Ian McKnight, Director, Programs & Services
email: imcknight@pwatoronto.org

PWA is committed to being an organization that reflects the communities we serve. We welcome and encourage applications from people living with HIV/AIDS, racialized persons, Indigenous persons, people of colour, persons with disabilities, and members of the 2SLGBTIQ and non-conforming gender communities.

Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Ian McKnight, Director of Programs and Services, by email imcknight@pwatoronto.org, or phone at 416-506-1400 ext. 204.