JOB DESCRIPTION

| **TITLE** | FOOD SECURITY LEAD | | |
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| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The Food Security Lead is responsible for coordinating all programs and services related to food security within the organization. This includes managing a food bank operation, organizing food donations, maintaining inventory, and engaging with community stakeholders to ensure food initiatives meet community needs.

The successful candidate will also develop evaluation strategies for food programs and support the planning and execution of community food drives, fundraising efforts, and educational initiatives.

**Duties and Responsibilities**

Overall Responsibilities:

* Manage operations of the organization's food bank, including deliveries, holiday hampers, inventory, and food donations.
* Engage stakeholders to ensure food programs are impactful and responsive to evolving community needs.
* Maintain and analyze client statistics, case notes, and other records for accurate reporting.
* Create monthly and annual reports detailing the impact and outcomes of food security programs.
* Coordinate and participate in fundraising events, food drives, and community-based working groups.
* Provide educational resources and guidance on food security topics to clients and community members.
* Collaborate with related coordinators to manage community gardens or other relevant projects.
* Develop and implement evaluation strategies to assess the effectiveness of all food security initiatives.
* Support the Executive Director by assisting in reporting to funders and stakeholders.
* Act as Chair of the Staff Health and Safety Committee, ensuring compliance with workplace safety standards.
* Promote inclusivity and support for marginalized individuals through food security programs.
* Perform other related duties as required, aligning with organizational values and goals.

**Qualifications**

* Proven experience with food security programs and related community initiatives.
* Education in social sciences, office administration, or community development
* Strong administrative skills, including proficiency in computer programs and data management.
* Knowledge of food handling or willingness to learn (required for community-specific services).
* Food Handling and WHMIS Certification (a plus/required).
* Valid First Aid Certification (a plus/required).
* Vulnerable Sector Screening clearance.
* Valid driver’s license and access to reliable transportation.

**Core Competencies**

* Commitment to fostering an inclusive environment and supporting marginalized communities.
* Strong problem-solving skills and ability to adapt to changing priorities.
* Effective communication, both verbal and written, tailored to diverse audiences.
* Enthusiastic, friendly, and able to maintain a positive team dynamic.
* Strong organizational skills with a focus on detail and accuracy.

**Working Conditions**

* [Specify hours per week, e.g., 30 hours] per week.
* Requires one evening per week to accommodate community engagement or programming.
* Occasional participation in fundraising or community events, which may involve flexible hours.
* Primarily office-based with some travel to community sites or events.