

Lindsay Community Food Market COORDINATOR

JOB DESCRIPTION

REPORTING TO: General Manager

PURPOSE OF POSITION:

The Lindsay Community Food Market is operated by and is an extension of the Kawartha Lakes Food Source.

This position will be the lead staff at the newly established Lindsay Community Food Market. The Food Market relies on a group of dedicated volunteers to operate and support those who do not have enough with non-perishable and fresh food, as well as referrals to other agencies if needed.

JOB TASKS:

- Oversight of Food Market operations
- Seek and manage volunteers, including scheduling for operations and pick ups
- Manage and track inventory
- Establish food drives and fundraising event in partnership with KLFS
- Establish and maintain Food Market monthly budget
- Track and report on Food Market operation and best practices
- Train three (3) volunteers in all of these aspects and responsibilities

SKILLS AND KNOWLEDGE REQUIRED FOR THE POSITION:

1. Strong verbal and written communicator is essential
2. Volunteer recruitment and management experience is required
3. Ability to work independently and with a volunteer team
4. Tracking and reporting are essential and required skills
5. Project coordination experience is valued
6. Organized, decisive, and innovative are desired attributes
7. Ability to use social media as a marketing tool
8. Takes initiative and is creative to achieve deliverables
9. Commitment to the cause

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This position is seven (7) month, part time (15 hours per week on set days) and rate of \$16.75/hr.

Evenings and weekends are required for this position.

To apply:

Please send resumes to heather@kawarthalakesfoodsource.com or drop off at 41 George Street West, Lindsay on or before Wednesday, May 15, 2019.

Only those selected for an interview will be contacted and those requiring accommodation can request them at this time.

Thank you for your time to prepare your submission.