



## OFFER OF EMPLOYMENT

### Intake & Community Resource Coordinator

The NDG Food Depot strives to eliminate hunger in a manner that ensures dignity, community engagement and the development of human potential. Through our emergency food basket service we aim to meet the basic nutritional needs of over 600 people per week. We understand that hunger and poverty do not arise in a vacuum, so we are engaged in other projects that address the systemic causes and consequences of poverty and hunger. The successful candidate will have a holistic approach to food security as well as a desire to support the development of a vibrant and inclusive community food centre.

#### **Responsibilities:**

- Work closely with clients of the NDG Food Depot to make sure their nutritional needs are met
- Assess the needs of clients beyond food relief and refer them to appropriate community resources and internal programs
- Maintain and improve the intake system in order to track client needs, make referrals and follow up
- Liaise with other community organizations and coordinate workshops on different topics based on needs assessments of clients
- Recruit, train and coordinate volunteers to support the intake and information referral process
- Maintain the intake IT system and generate weekly statistics to support management, planning and clients needs
- With the management team the candidate will be involved in setting fair distribution policies, developing programming as well as methods for program evaluation
- Support the other members of the team as needed and contribute to overall mission of the Food Depot
- Help create a vibrant and engaging culture at the NDG Food Depot

#### **Requirements:**

- Kind, empathetic, patient, and energetic
- Knowledge of community resources, welfare system, and other government programs
- Skilled at conflict resolution and active listening
- Experience working with volunteers and people from diverse socio-economic backgrounds
- Highly organized and able to multi-task in a fast paced environment
- Able to work independently and as part of a team
- A keen desire to work in the community sector
- Computer skills ( Word, Excel, data base management )
- Fluent in French and English (Spanish and Russian are an asset)
- Passionate about food security and social change
- Ready to take on responsibility and have fun!

#### **Conditions:**

**Contract ends March 31, 2013 - 35hrs/week @ \$ 15.00/h – Start date: March 19, 2012**

**Please send your CV and letter of intent before March 12, 2012**

**To the attention of:**

**NDG Food Depot Selection Committee, c / o Kimberly Martin, 2121 Oxford Ave., Montréal, QC H4A 2X7**

**Or by email: [operations@depotndg.org](mailto:operations@depotndg.org)**

*The NDG Food Depot is an equal opportunity employer*