

Port Hardy Harvest Food Bank Society & Loaves and Fishes Community Food Bank Society

Job Posting

March 20, 2023

Manager/Coordinator - Posting No. PHM 02-01

The Port Hardy Harvest Food Bank Society is undergoing an exciting transition forward by merging with Nanaimo Loaves & Fishes Society. This will assure North Island food security in the decades to come. In anticipation of this legal process being completed in Spring of 2023, candidates are being recruited for position of Loaves and Fishes North Island Operations Manager. The intention of recruiting prior to the legal process being completed, is to ensure a smooth transition with uninterrupted service to people accessing food bank services on the North Island as the legal process completes. The position will be based out of the current Harvest Food Bank facility.

Position

Manager, Loaves and Fishes North Island Operations

Job Duties Include

Contribute to North Island vulnerable peoples food security by leading, coordinating, and managing all operational and logistical activities of food stewardship required to safely run the day-to-day operations of the Loaves and Fishes North Island operations.

Wage

A competitive hourly rate with benefits to be determined.

Summary duties include but are not limited to:

- Report directly to the Executive Director of the Loaves and Fishes Community Food Bank Society
- Under the guidance of Loaves and Fishes Director of Operations:
 - Manage the Port Hardy Harvest Food Bank building, fixture, and vehicle assets
 - Implement Society Health and Safety programs
 - Teamwork assignments alongside volunteers as required

- Under the guidance of Loaves and Fishes Volunteer Manager
 - Oversee the Volunteer Intake Process: vetting, orientation, placement and follow-up
 - Manage, scheduling, & coordination of volunteer resources using software provided
 - Outreach volunteer support & mentorship that includes but not limited to Port Hardy, Port Alice, Woss, Sointula, Port McNeill, Alert Bay
 - Host annual volunteer appreciation events
- Under the guidance of Loaves and Fishes Director of Development
 - Plan and manage fundraising events, and participate in community events as required

Key priorities include:

- Support the cultural diversity and rich indigenous history of the North Island, and recognize the Harvest Food Bank facility is operated on Kwakiutl Traditional Territory
- Solicit, Support, & strengthen donor confidence
- Value and strengthen volunteer, stakeholder, and outreach relationships by:
 - Ongoing expressions of gratitude to contributors enabling our food stewardship
 - Highlight the positive impact of volunteer contribution
 - Provide stakeholders and volunteers with transparent and relevant information as approved
 - Continually solicit stakeholder feedback

Ideal Qualifications

- Commensurate education and/or relevant experience
- Strong interpersonal communication skill
- Multitasking ability
- Conflict management skill
- Leadership ability
- Strong computer skills

Please email resumes and/or expressions of interest to:

Info@viloavesandfishes.org

Posting Closing Date:
4PM – April 14, 2023