

EMPLOYMENT OPPORTUNITY NEW ROSS FAMILY RESOURCE CENTRE

Job Title: Family & Food Program Coordinator

Hours: 35/week, some evenings/weekends

Salary: Based on experience

Start Date: ASAP

Report to: Executive Director

Employment Status: Permanent

Main Responsibilities: Working as part of a collaborative team, including the Executive Director and a Board of Directors, the Family & Food Program Coordinator would be responsible for helping plan, implement and oversee preventative and interventive programming related to children, youth, families & parent education, summer programming, and food & nutrition related programming throughout the year.

Required Qualifications:

- ❖ Education (ECE, other applicable fields working with families, communities and food & nutrition considered an asset)
- ❖ 3-5 years experience in related fields
- ❖ First Aid Certification
- ❖ Child Abuse Registry Check
- ❖ Vulnerable Sector Check
- ❖ Gardening & Cooking Knowledge
- ❖ Food Handlers Course
- ❖ Canada's Food Guide Knowledge

Required Skills, Abilities & Personal Attributes:

- ❖ Ability to work collaboratively as part of a team with the goal of promoting overall family well-being
- ❖ Ability to establish and maintain positive relationships with staff, families, community, and partners
- ❖ Strong facilitation skills, with the ability to help develop and implement Centre based programs
- ❖ Ability to work independently, following the guidelines of the Department of Community Services service agreement with minimal supervision and take initiative
- ❖ Understanding of childhood development
- ❖ Excellent interpersonal and communication skills (orally and written), organization skills and detail oriented.
- ❖ Knowledge of technology (Microsoft Office, printers, fax machine, etc.).
- ❖ Grant writing skills would be an asset.

HOW TO APPLY:

Contact: Executive Director, Karen Snair

Email Cover Letter and Resume to nrfreckaren@gmail.com

We thank all applications; we will only be contacting those we wish to interview.

Consideration and interviews will be conducted as resumes are received.