



Nova Scotia Native Women's Association

Job Posting

JOB TITLE: Food and Clothing Bank Coordinator

LOCATION: Jane Paul Indigenous Women's Resource Centre (JPC), Sydney, NS.

REPORTS TO: Director of The Jane Paul Indigenous Women's Resource Centre

POSITION OVERVIEW:

Sort, organize and stock food and clothing efficiently and effectively in the food and clothing bank to prepare for service days. Support Food and Clothing Bank staff in the daily management of the food and clothing bank operations.

RESPONSIBILITIES/DUTIES:

- Supervision of the food and clothing bank operations.
- Ensure the Food Bank and clothing areas are safe, maintaining clear walkways and exits.
- Builds, develops, and maintains strong effective working relationships with JPC and NSNWA staff, clients, Board of Directors, and partners.
- Ensure food and clothing quality through proper sorting techniques.
- Prepares and serves hot meals for clients.
- Manage the food bank, through upkeep of inventory.
- Create food boxes based on recipes that clients can utilize based on the food they have been provided.
- Organize and maintain food and clothing in an orderly manner.
- Sort and organize donations such as clothing bank, baby/toddler items, and household donations,
- Create meal plans and purchase groceries for food bags and meals within the budget.
- Welcome clients and advise of wrap around services offered by the JPC and other service providers.
- Ensure food distribution takes into consideration the cultural, seasonal and health needs of clients.
- Ensure food and clothing distribution rooms and all storage space is always clean and tidy.
- Seek food and clothing donations including traditional items.

- Ensures NSNWA and JPC policies and procedures are always adhered to. • Collaborates with other programs to enrich program delivery and fulfill our mission more effectively.
- Obtains and maintains awareness of clients and community to reduce barriers to services.
- Support the mission, vision, and values of the JPC including participating in organizational wide initiatives as interested or asked.
- Ensures effective service delivery consistent with JPC mandate, policy, meeting all legal, contractual financial and other compliance requirements.
- Treat all clients, staff, volunteers, and partners with the highest level of dignity and respect.
- Stays current with JPC programs and services to promote to clients.
- Ability to manage stress, including creating and implementing a self care plan.
- Be honest, trustworthy, respectful, motivating, reliable, enthusiastic, and flexible.
- Strong social skills with the ability to operate with diplomacy, tact, and empathy.
- Demonstrate sound work ethics.
- Other related duties as requested.

QUALIFICATIONS

- Experience working in food preparation and service.
- Food Handlers Certification
- Knowledge, awareness, ability to work with and sensitivity to Indigenous people and culture including an understanding of the historical and current issues they face in Nova Scotia.
- Understanding and empathetic to Indigenous women and girls affected by Human Trafficking and its impacts.
- Ability to effectively communicate in both oral and written form paying attention to details and accuracy.
- Knowledge of Indigenous communities and organizations in Nova Scotia and the services they provide, both on and off reserve.
- Ability to work with a culturally diverse clientele demonstrating cultural awareness and sensitivity.
- Strong computer literacy skills including experience working with word, excel and video communications such as zoom etc. and other office equipment.
- Strong time management, organizational skills, including the ability to efficiently prioritize and manage multiple tasks.
- Proven ability to complete projects according to outlined scope, budget, and timeline.

- Proven ability to be a team player with experience working with others to develop a timeline, create schedules, and oversee progress to make sure goals are met on time.
- Ability to manage complex and highly confidential information and maintain strict confidentiality.
- Ability to proactively identify issues, adapt and recommend suitable solutions.
- Ability to work with vulnerable populations.
- Ability to work independently with minimal supervision and be a team player.
- Valid driver's license, reliable vehicle, and the ability to travel throughout the province including overnight stays.
- Ability to lift objects safely up to and including 50 pounds.
- Criminal Record Check – Vulnerable Sector and Child Abuse Registry.

Resumes can be submitted to:

humanresources@nswa.net

Salary: \$15.50/hr, 35 hours per week.

NSNWA offers a compressive benefits package, including medical and dental coverage.